THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 2 February 2004

Present: Vice-Chancellor (Chair)
                Professor Dyson
                Professor Carter
                Professor Easton
                Professor Jones
                Professor McCrae
                Professor McFarlane
                Professor Palmer
                Professor Thomas
                Professor Whitby

Apologies: Mr R Jones, Professor Mullender.

In Attendance: Acting Registrar, Academic Registrar, University Secretary, Finance Director, Director
                of Personnel Services, Director of Communications, Miss E Clewlow, for item
                211(a)/03-04 Assistant Registrar (Graduate School), for item 211(b)/03-04 Senior
                Assistant Registrar (Quality).

208/03-04   Minutes

                RESOLVED:

                That the minutes of the meeting held on 2 February 2004 be approved.

209/03-04   Decision-Making Structures (minute 171/03-04 refers)

                RESOLVED:

                That in view of Dr Erica Carter's period of study leave, Dr Hilary Marland replace Dr
                Carter as a member of the Group established to consider proposals for the reform of
                the University's decision-making structures.

210/03-04   Higher Education Bill

                RECEIVED:

                An oral report from the Vice-Chancellor on the parliamentary progress of the Higher
                Education Bill, noting that he would be meeting the Minister for Higher Education on 3
                February.

211/03-04   Graduate Issues

                CONSIDERED:

                An update on the following graduate issues (SC.107/03-04) together with an oral
                report from the Chair of the Board of Graduate Studies:

                        Implementation of the Roberts' Review
                        Increased monitoring of research degree provision.

RESOLVED:

(a)   That the Graduate School be asked to bring forward for consideration by the Committee a cost benefit analysis of the options for the provision of support for graduate students, in order to inform the Committee's consideration of what proportion of University income might reasonably be apportioned for graduate student support in relation to the University's other strategic priorities and the ways in which such support might be directed for maximum effect.

(b)   That further work be undertaken to gather information on skills training for research students currently being offered by the University and to identify gaps in existing provision with a view to making a programme of skills training mandatory for all research students in the University.

212/03-04   Teaching Quality

RECEIVED:

An update on the following issues relating to teaching quality (SC.109/03-04) together with an oral report from the Senior Assistant Registrar (Quality):

QAA Institutional Audit
'Cooke Report' TQI Dataset
Learning and Teaching Strategy
e-Learning Strategy.

213/03-04   Computer Science Departmental Review

CONSIDERED:

The Review Report on the Department of Computer Science (SC.108/03-04) together with an oral report from the Deputy Vice-Chancellor.

RESOLVED:

(a)   That the Deputy Vice-Chancellor liaise with the Department of Computer Science to take forward and implement the recommendations contained within the Review Report, all of which had the support of the Steering Committee, in particular:

(i)   Recruitment to existing vacant posts in order to reduce the current staff-student ratio in the Department.

(ii)   Proposals to address the future leadership and management structure of the Department.

(iii)   Attracting an additional research group in order to broaden the research base of the Department and to support succession planning for the future leadership of the Department.

(b)   That steps be taken to ensure that future Review Reports were brought forward for consideration by the Committee in a timely fashion.

214/03-04   Higher Education Innovation Fund

RECEIVED:

An oral report from Professor Jones on the steps being taken by the University to formulate and prioritise potential individual and collaborative bids for submission to the Higher Education Innovation Fund.

RESOLVED:

That a paper be brought forward for consideration by the Committee outlining the business case for the potential bids to HEIF and their congruence with the University's strategic priorities for development of its third leg activities and reflecting, where relevant, upon the experience gained during the first round of HEIF.

215/03-04   HRI Advisory Board

CONSIDERED:

Proposals for the constitution and terms of reference of the Advisory Board to be established for Warwick HRI (SC.113/03-04)

RESOLVED: (on behalf of the Strategy Committee)

(a)   That the constitution and terms of reference for the Advisory Board of Warwick HRI be approved as set out in paper SC.113/03-04 subject to the incorporation of the following amendments to the constitution and it being noted that in the long term it was anticipated that an external chair would be sought for the Advisory Board: (amendment underlined)

Up to eight members of the academic staff of whom four should be from Warwick HRI the University, including four members of Warwick HRI, appointed by the Strategy Committee on the recommendation of the Director of Warwick HRI

Up to fifteen external members, of whom normally not more than three shall be academic members of staff from an external institution, appointed by the Strategy Committee. The remaining members shall be drawn from business and the community and appointed by the Strategy Committee on the recommendation of the Director of Warwick HRI.

(b)   That the feasibility be explored of establishing a Working Group of growers to report to the Advisory Board of Warwick HRI.

216/03-04   Governor of Coventry Schools Foundation

RESOLVED:

That Professor Bassnett be nominated to replace Dr J W Nicholls as the University's ex officio representative on the Board of Governors of the Coventry Schools Foundation.