

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting of the Senate held on 2 July 2003.

- Present: Deputy Vice-Chancellor (in the Chair), Professor S Bassnett, Ms A Bell, Professor R Burns, Professor M J Cooper, Professor R G Dyson, Dr R Earle, Professor A Easton, Professor R Fine, Professor R Freedman, Dr E Gallafent, Professor W Grant, Professor M Harrison, Mr G Jones, Professor J Jones, Professor I Lauder, Professor R Lindley, Dr G Martin, Professor A Mullender, Mr A Reiss, Professor M Whitby, Professor M Wills.
- Apologies: Vice-Chancellor, Dr P Byrd, Professor A Caesar, Professor K Lamberts, Professor M Luntley, Professor P Mack, Professor M McCrae.
- In Attendance: Mr R Jones, Mr B Spooner, Ms Y Zhabina.  
For items 85-86/02-03: Professor C Davis, Professor P Derrick, Dr A Eastmond, Mrs P Huddleston, Ms G Kershaw, Dr L Polezzi, Dr R Powell, Professor D Rand and Professor J A Scholte.

The Deputy Vice-Chancellor welcomed Mr R Jones, President Elect of the Students' Union, Mr B Spooner and Ms Y Zhabina, the incoming second and third student representatives on the Senate, to their first meeting of the Senate.

### 82/02-03 Lord Butterworth

#### REPORTED:

- (a) That Lord Butterworth, the University's first Vice-Chancellor, had passed away on the morning of 19 June 2003.
- (b) That the University was seeking the agreement of the Butterworth family to hold a memorial event to mark Lord Butterworth's life and achievements, including his contribution to the foundation and development of the University during the Autumn Term.

The Senate observed a few moments silence in memory of Lord Butterworth.

### 83/02-03 Membership of the Senate

REPORTED: (by the Deputy Vice-Chancellor)

That this was the last meeting of the Senate for those members whose current periods of office were coming to an end, for those who had resigned because of impending study leave or who were about to leave the University in the forthcoming academic year and he wished formally to record his gratitude to all those who were leaving the Senate for their service and support during their period of office.

CONSIDERED:

The Draft University Financial Plan for the period to 2006/2007 recommended for approval by the Strategy and Finance and General Purposes Committees (S.43/02-03) together with oral reports from the Deputy Vice-Chancellor and the Finance Director, noting that the following major assumptions and provisions had been incorporated within the Plan and that the effects of potential merger with Horticulture Research International and the proposed NHS University Partnership had not been included in the Plan pending further discussions:

- (a) Changes to the HEFCE 'T' grant to reflect the new HEFCE methodology, stability in 'R' grant following the 2001 RAE and a prudent view on future growth of specific HEFCE grants for HR initiatives.
- (b) In the light of current HEFCE policy no significant growth in Home/EU undergraduate student numbers.
- (c) Increases in postgraduate student numbers and further increases in forecast overseas student numbers and fee income.
- (d) The introduction of a £3000 Home/EU undergraduate fee with effect from 2006, pending the outcome of the Government's White Paper proposals in Autumn 2003.
- (e) Increases in research grant and contract income over the period of the Plan, to reflect the new PAG contract won by WMG and a general increase in other areas of 10% per year, and an increase in the overhead contribution from Research Council funded projects from 19% to 25% from 2005/06 pending the finalisation of the new OST methodology.
- (f) Inflation of 2.5% and pay awards of 3.5% per year (4% for manual staff).
- (g) An annual staff vacancy rate of 5.5% and provision for a non-recurrent pay 'spike' of approximately 2% of payroll costs in 2005/06 and 2006/07 this being the anticipated cost of implementation of a job evaluation scheme in line with the University's approved HR Strategy.
- (h) An increase from 14% to 16% in the employer's pension contribution rate to the University of Warwick Pension Scheme from 2003/2004.
- (i) The incorporation of cumulative savings on non-pay expenses of 1.5% each year following implementation of the University's Procurement Policy.
- (j) Establishment of a University Endowment Fund of 1% of unrestricted income, detailed proposals for the operation and management of the Fund to be brought forward for consideration by the Strategy Committee during the Autumn Term.

- (k) Provision of new academic development funding, to be allocated by the Estimates and Grants Committee, of £86k in 2003/04, £468k in 2004/05 and £850k in 2005/06, subject to the Estimates and Grants Committee bringing forward proposals to effect a reduction in the costs of research support staff currently met from general University funds of approximately 10% each year through transfer of these costs to income from externally funded research projects.
- (l) Extension of a merit pay scheme for all staff from 2003/04 at a cost of £370k in each of the years 2003/04 and 2004/05 and £200k in each of the years 2005/06 and 2006/07, in line with the University's approved HR Strategy.
- (m) Incorporation of the Science Research Investment Fund 2 (SRIF2) capital programme within the Plan requiring the provision of an assumed £1.9m of University matching funding falling in the years 2004/2005 and 2005/2006.
- (n) £4.031m of the Project Capital Round 3 grant of £5.3m formula funding made available to the University from the HEFCE between 2004 and 2006 for capital developments associated with teaching, learning, IT, science and engineering teaching laboratories and special needs, to be applied to the £2.5m Westwood redevelopment project, an assumed provision of £913k for the student learning and resource centre in National Grid House and £618k to offset the costs of the annual programme of teaching room refurbishment.
- (o) Provision for the following additional items of capital expenditure:
  - (i) £350k for an expansion of the Chaplaincy facilities to include a Muslim prayer room in 2004/05 to be supplemented by funding raised by the users.
  - (ii) £2.5m for the rationalisation of premises at Westwood in 2004/05 and 2005/06.
  - (iii) £2m for external works associated with the new Estate Development Plan; £500k in each of the years 2003/04 and 2004/05 and £1m in 2005/06.
  - (iv) £8m for construction of Phase 3 of the Warwick Business School, to be funded 50% from external donations to the Business School and 50% from the WBS development reserve, with construction scheduled to commence in 2005/06, subject to agreement on a new design for the building and achievement of the fund-raising target.
  - (v) carried forward unspent long term maintenance expenditure in 2003/04 of £500k.
- (p) Provision of some additional funding for the Library in 2003/04 and a notional increase in the annual Library budget of £300k from 2004/05 onwards in anticipation of proposed changes to Library Services being brought forward by the new University Librarian.

- (q) Re-phasing of IT expenditure across the period of the Plan, allowing for the removal of the previously agreed £500k contribution from academic departments to ITS costs in 2003/04 and future years, leading to an improvement in surplus in 2003/04 of £405k and consequent modest additional spending in 2005/06 and 2006/07.
- (r) An increase in funds allocated to the Development and Alumni Office of £126k in 2003/04, £485k in 2004/05, £380k in 2005/06 and £400k in 2006/07 to support the expansion of Development Office activities and work to be undertaken jointly with departments.
- (s) provision for costs associated with Warwick in America of £160k per year across the period of the Plan.
- (t) Expansion of the activities of the Student Recruitment and Admissions Office to implement a new University admissions strategy at a cost of £174k in 2003/04 rising to £312k in 2006/07.
- (u) adjustment to the Central Administrative Budget of £320k in 2003/04 and £220k per year thereafter to meet the costs of examinations, professional fees, staff long service awards, skills training, occupational health and a new IT system for Careers.
- (v) Projection of a small additional surplus in 2003/04, after the transfer of 1% of unrestricted income into a University Endowment Fund, and an increasing projected surplus from 2004/05 onwards.

**RECOMMENDED:**

That the University's Financial Plan for the period to 2006/2007 be approved as set out in paper S.43/02-03 for submission to the Council and the HEFCE subject to the inclusion within the Plan of final agreed figures for AEG and CRAG activities and other minor adjustments.

85/02-03 University Corporate Plan: 2003-2006

**CONSIDERED:**

The draft University Corporate Plan for the period to 2006/2007 (S.44/02-03).

**REPORTED:** (by the Registrar)

That the final version of the Corporate Plan would be published on Insite and circulated widely throughout the University community and would be used as the starting point for the strategic and corporate planning process in 2003/2004, as part of which it was intended that an Away Day for members of the Council and Strategy Committee would take place during the Autumn Term.

RESOLVED:

That members of the Senate forward any comments on the draft University Corporate Plan to the Administrative Secretary by 16 July for incorporation in the Plan prior to its submission to the HEFCE on 24 July.

RECOMMENDED:

That the draft University Corporate Plan for the period to 2006 be approved for submission to the Council and the HEFCE as set out in paper S.44/02-03 subject to the incorporation of a section on the University's Financial Strategy, additions to the Widening Participation and Governance sections of the Plan and further minor amendments to be approved by the Steering Committee.

86/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 18 June 2003 be approved.

87/02-03 Director of IT Services (minute 60/02-03 refers)

REPORTED: (by the Registrar)

That the University had appointed Mr P Martin, currently Director of Information Services at Cardiff University, as Director of IT Services with effect from 1 August 2003.

88/02-03 Membership of the Senate (minute 63/02-03 refers)

REPORTED:

That a notice would be placed in the University Newsletter early in the Autumn Term inviting nominations for appointment to the two vacant places in representatives of the Assembly on the Senate occasioned by the absence in 2003/04 on Study Leave of Professor Caesar and Dr R Earle.

REPORTED: (by the Deputy Vice-Chancellor)

That, on the recommendation of the Committee established by the Steering Committee, he had appointed Dr Hilary Nesi of the Centre for English Language Teacher Education to the membership of the Senate for the period 1 August 2003 to 31 July 2006 to fill the vacancy occasioned by the expiry of the term of office of Dr S Breslin on 31 July 2003.

89/02-03 Roberts' Review of Research Assessment (minute 65(e)/02-03 refers)

REPORTED:

That the limited feedback submitted by members of the University on the Roberts' Review of Research Assessment was being collated for consideration by the Group established by the Steering Committee to formulate the University's response to the Review Report.

90/02-03 Vice-Chancellor's Leave of Absence (minute 58/02-03 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That following his recent surgery the Vice-Chancellor was making good progress and he would be joining University guests at the Degree Congregation lunches to be held at Cryfield Farmhouse in the forthcoming week.

91/02-03 Report from the Steering Committee

RECEIVED:

A report from the Steering Committee (S. 45/02-03 {Parts 1, 2 and 3}) and its resolutions recorded under the following items:

- (a) HEFCE Project Capital Round Three
- (b) HEFCE Performance Indicators
- (c) Bid for Specialist Summer Schools
- (d) Review of Research Assessment
- (e) Warwick Business School Finances
- (f) HEROBAC Transitional Funding
- (g) West Midlands Economic Strategy
- (h) HEFCE Strategic Development Fund
- (i) SRIF2 Proposals
- (j) Lakeside Residences

92/02-03 Report from the Board of Graduate Studies

CONSIDERED:

A report from the meeting of the Board of Graduate Studies held on 16 June (S.50/02-03).

- (a) Postgraduate Application Fee

CONSIDERED:

A proposal to introduce an application fee for postgraduate courses, noting that there had been a 32% increase in applications to the University between 2002 and 2003 and that the proposed application fee was intended to improve the quality and efficiency of the service provided to postgraduate applicants.

RESOLVED:

That, in the light of issues raised by the School of Law in regard to the potential discriminatory aspect of introducing a taught postgraduate application fee for overseas students only in 2003/04, the proposal be referred to the Steering Committee for further consideration.

(b) Elections

RECEIVED:

- (i) The Board's report on the membership of the Board of Graduate Studies for the academic year 2003/2004.
- (ii) The Board's report of its appointment of representatives of the Board to University Committees for the academic year 2003/2004.

93/02-03 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the meetings of the Academic Quality and Standards Committee held on 15 May and 11 June 2003 (S.51/02-03 {Parts 1 and 2}).

REPORTED: (by Professor Bassnett)

That in order to reduce the quantity of paper circulated to members of the Senate, papers proposing new or revised undergraduate or postgraduate courses had been laid on the table at the meeting and had been available for consultation by members of the Senate from Thursday 26 June onwards.

(a) External Examiners' Report Forms and Notes of Guidance

CONSIDERED:

Proposed revisions to the Undergraduate and Postgraduate External Examiners' report forms and Notes of Guidance for External Examiners (BUGS.42/02-03 (revised 2), BGS.22/02-03 (revised 2) and AQSC.98/02-03 (revised)).

REPORTED: (by Professor Jones)

That a paper on the appropriate level of remuneration for External Examiners would be brought forward through the Board of Undergraduate Studies for consideration by the appropriate University bodies in the Autumn Term 2003/04.

RESOLVED:

That the revised Undergraduate and Postgraduate External Examiners' report forms and Notes of Guidance for External Examiners be approved as set out in papers BUGS.42/02-03 (revised 2), BGS.22/02-03 (revised 2) and AQSC.98/02-03 (revised) respectively, subject to the further minor amendments recommended by the Academic Quality and Standards Committee and set out in paper S.51/02-03 (Part 1).

(b) New Course Approval Form for Open Studies Certificates

RESOLVED:

That the new course approval form for Open Studies Certificates be approved as set out in paper AQSC.45/02-03.

(c) New Annual Course Review Form

RECEIVED:

A report on the approval by the Committee of a pro-forma for Annual Course Review reports as set out in paper AQSC.35/02-03 (revised 2).

(d) Amendments to University Regulations

CONSIDERED:

Proposed amendments to:

- (i) Regulation 9 on Regulations for First Degrees (BUGS.37/02-03 {revised 2}).
- (ii) Regulation 14 on Attendance and Termination of Registration (BUGS 38/02-03 {revised 2}).
- (iii) Regulation 19 on Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post-Experience Diplomas and Post-Experience Certificates (AQSC.100/02-03).

RECOMMENDED:

That proposed amendments to the following University Regulations be approved:

- (i) Regulation 9 on Regulations for First Degrees as set out in paper BUGS.37/02-03 (revised 2).
- (ii) Regulation 14 on Attendance and Termination of Registration as set out in paper BUGS.38/02-03 (revised 2).
- (iii) Regulation 19 on Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post-Experience Diplomas and Post-Experience Certificates as set out in paper AQSC.100/02-03.



(e) New Undergraduate Courses

(i) Warwick Business School

RESOLVED:

That the proposal from the Warwick Business School to establish an undergraduate diploma entitled 'Diploma in Service Leadership', with effect from October 2003, be approved as set out in paper UFSS.74/02-03.

(ii) Institute of Education

RESOLVED:

That the proposal from the Institute of Education to establish a Foundation degree entitled either 'Early Years Foundation Degree' (for those working in early years) or 'Foundation Degree in Learning Support' (for those not working in early years), with effect from October 2003, be approved as set out in paper UFSS.87/02-03.

(iii) Department of French Studies

RESOLVED:

That the proposal from the Department of French Studies to introduce five year part-time variants to two existing full-time degrees; BA 'French with German' and BA 'French with Italian', be approved as set out in paper AUSC.65/02-03.

(iv) Department of Italian Studies

RESOLVED:

That the proposal from the Department of Italian Studies for a new BA degree in 'Italian', with effect from October 2004, be approved as set out in paper AUSC 74/02-03 (revised).

(v) School of Engineering

RESOLVED:

That proposed revisions to course regulations for new undergraduate degrees in the School of Engineering be approved as set out in paper SFS.61/02-03 (revised), incorporating the following new courses:

(A) BEng 'Management of Engineering Business' as set out in paper SFS.126/02-03.

(B) BSc 'Engineering and Business Studies' as set out in paper SFS.127/02-03.

- (C) BEng 'Combined Technology' as set out in paper SFS.128/02-03.
- (D) BEng 'Engineering' as set out in paper SFS.129/02-03.
- (E) MEng 'Engineering' (plus variants) as set out in paper SFS.130/02-03.
- (F) BEng 'Civil Engineering' as set out in paper SFS.131/02-03.
- (G) MEng 'Civil Engineering' (plus variants) as set out in paper SFS.132/02-03.
- (H) BEng 'Mechanical Engineering' as set out in paper SFS.133/02-03.
- (I) MEng 'Mechanical Engineering' (plus variants) as set out in paper SFS.134/02-03.
- (J) BEng 'Electronic Engineering' as set out in paper SFS.135/02-03.
- (K) MEng 'Electronic Engineering' (plus variants) as set out in paper SFS.136/02-03.
- (L) BEng 'Systems Engineering' as set out in paper SFS.137/02-03.
- (M) MEng 'Systems Engineering' (plus variants) as set out in paper SFS.138/02-03.
- (N) BEng 'Manufacturing and Mechanical Engineering' as set out in paper SFS.139/02-03.
- (O) MEng 'Manufacturing and Mechanical Engineering' (plus variants) as set out in paper SFS.140/02-03.

(f) New and Revised Postgraduate Courses

(i) Warwick Manufacturing Group

RESOLVED:

That the proposal from the Warwick Manufacturing Group to introduce a franchised variant of the Post-Experience Certificate and Diploma in Engineering Business Management be approved as set out in paper SGS.33/02-03 subject to the approval of the fees for the course by the Finance and General Purposes Committee; it being noted that delivery of the course would be dependent upon the resolution of the current difficulties with regard to the South African government's recognition of courses operated by overseas institutions.

(ii) Department of the History of Art

RESOLVED:

That the proposal from the Department of the History of Art to introduce a part-time variant of the current postgraduate diploma be approved as set out in paper AGSC.24/02-03 subject to the approval of the fees for the course by the Finance and General Purposes Committee; it being noted that the proposed Diploma was postgraduate in time rather than in level and as such it would be appropriate for it to be taught predominantly through undergraduate modules providing the Department ensured that information relating to the diploma was transparent and that students enrolling were clear that the course would not be delivered at M level.

(iii) Warwick Medical School

RESOLVED:

That the proposal from the Medical School to establish a MA/MSc in Medical Education with effect from October 2003 be approved as set out in paper GFSS.85/01-02 subject to the approval of the fees for the course by the Finance and General Purposes Committee

(iv) Centre for the Study of the Renaissance

RESOLVED:

That the proposal from the Centre for the Study of the Renaissance for the introduction of a revised MA in The Culture of the European Renaissance be approved as set out in paper AGSC.25/02-03 (revised) subject to the approval of the fees for the course by the Finance and General Purposes Committee

(v) Departments of Biological Sciences, Chemistry and Mathematics

RESOLVED:

That the proposal from the Departments of Biological Sciences, Chemistry and Mathematics for a new MSc in Molecular Organisation and Assembly in Cells with effect from October 2003 be approved as set out in paper BGS.28/02-03 (revised).

(g) Changes to Course Regulations

(i) MSc Regulations, Warwick Manufacturing Group

RESOLVED:

That proposed changes to the Course Regulations for Masters' programmes offered by the Warwick Manufacturing Group be approved as set out in paper SGS.32/02-03.

(ii) Institute of Education

RESOLVED:

That the proposal from the Institute of Education for changes to the PGCE 'English and Drama' in order that registered students may specialise in either English or Drama be approved as set out in paper GFSS 68/02-03.

94/02-03 Report from the Library Policy Committee

RECEIVED:

A report from the meeting of the Library Policy Committee held on 12 June 2003 (S.52/02-03) and its resolutions recorded under the following items:

- (a) Appointment of the University Librarian and Strategic Library Issues
- (b) Report from the Students' Union on Library Resources
- (c) Reports from the Board of the Faculty of Social Studies and the Steering Committee on Library Issues.

95/02-03 Report from the Information Technology Policy Committee

CONSIDERED:

A report from the meeting of the Information Technology Policy Committee held on 6 June 2003 (S.53/02-03) and its resolutions recorded under the following items:

- (a) Controlling Unsolicited Email
- (b) Student Computer Purchase Scheme.

Campus Network Project

RECEIVED:

A report on the progress of work on the Campus Network Project.

RESOLVED:

That the various reports from members of the Senate of the disruption experienced by academic departments due to the capital works associated with the Campus Network Project be referred by the Registrar to IT Services to identify recurring issues and remedial action where this was practicable.

96/02-03 Report from the Campus Life Committee

CONSIDERED:

A report from the meeting of the Campus Life Committee held on 9 June 2003 (S.54/02-03) and its resolutions recorded under the following items:

- (a) National Student Survey
  - (b) Accommodation Update
  - (c) Chaplaincy Matters.
- (a) Revisions to University Regulations

CONSIDERED:

Proposed amendments to the following University Regulations and procedures (CLC.22/02-03):

- (i) Regulation 25 on Discipline
- (ii) Regulation 27 on Parking and Traffic
- (iii) Regulation 29 on Residential Accommodation
- (iv) Regulation 33 governing the Use of University Computing Facilities
- (v) Procedure for Temporary Withdrawal from the University
- (vi) Procedure for the Admission of Students with Disabilities.

REPORTED:

That the University statement on drugs and alcohol was currently being updated by the Director of Student and Ancillary Services.

RECOMMENDED:

That the proposed amendments to Regulations 25, 27, 29 and 33 and to the Procedures for Temporary Withdrawal from the University and for Admission of Students with Disabilities be approved as set out in paper CLC.22/02-03, subject to the following minor amendment to the proposed changes to Regulation 25(4) governing the constitution of the Discipline Committee: (new amendment underlined)

- 25(4)(b) The membership of the Discipline Committee is as set out below; the quorum of the Committee is three members:

Chair - normally a Pro-Vice-Chancellor (appointed by the Vice-Chancellor)  
 Three further members of the Senate (appointed by the Vice-Chancellor)  
Two student members (normally a sabbatical officer of the Union of Students and one other student whose names shall be communicated to the Registrar by the President).  
 .....

- (b) Sport

CONSIDERED:

A proposal to integrate the administration of sporting activities provided by the University and the Students' Union.

REPORTED:

That the recent General Meeting of the Students' Union had approved the proposed integration of administration and has also expressed its support for the introduction, from October 2004, of a University sports subscription applicable to all members of the University which would incorporate the current student Sports Federation charge.

RESOLVED:

That the proposal to integrate the administration of sporting activities provided by the University and the Students' Union be approved in principle, it being noted that detailed proposals for the introduction and level of the proposed University sports subscription would be brought forward for consideration by the relevant University bodies in the forthcoming academic year

97/02-03 Report from the Estimates and Grants Committee

RECEIVED:

A report from the meetings of the Estimates and Grants Committees held on 6 May and 12 June 2003 (S.55/02-03) and its resolutions recorded under the following items:

- (a) Vacancies and Other Changes in the Establishment
- (b) Development Funding
- (c) Report from the Academic Enterprise Group
- (d) Additional Student Numbers/New Degrees
- (e) EPSRC Life Sciences Doctoral Training Centre
- (f) Institute of Education/MA in Human Resources Development
- (g) Teaching and Development Fund
- (h) Renaissance Studies/AHRB Centre
- (i) Establishment of Search Committees
- (j) Three Year Rule on Promotions.

98/02-03 Report from the Academic Staff Committee

A report from the meeting of the Academic Staff Committee held on 12 June 2003 (S.56/02-03).

- (a) Academic Probation

CONSIDERED:

Proposed revisions to the probationary review process for academic staff (ASC.39/02-03 {revised}).

RECOMMENDED:

That the proposed revisions to the probationary review process for academic staff be approved as set out in paper ASC.39/02-03.

(b) Teaching-only Promotions to Senior Lectureship

CONSIDERED:

Proposed revisions to the arrangements for promotion to Senior Lecturer and to Regulation 5(8)(a) on the Annual Review of Lecturers, Senior Lecturers and Readers to provide for a promotion route to Senior Lecturer based on administration and teaching excellence (ASC.49(b)/02-03).

RECOMMENDED:

That the proposed revisions to the arrangements for promotion to Senior Lecturer and to Regulation 5(8)(a) on the Annual Review of Lecturers, Senior Lecturers and Readers to provide for a promotion route to Senior Lecturer based on administration and teaching excellence be approved as set out in paper ASC.49(b)/02-03 subject to clarification that this route for promotion was not applicable to clinical lecturers.

(c) Emeritus Professors

RECOMMENDED:

That the title and status of Emeritus Professor be granted on 30 September 2003 to the following members of Professorial staff in recognition of their distinguished service to the University:

Professor D Anderson (Engineering)  
Professor K Cowling (Economics)  
Professor D Crout (Chemistry)  
Professor T Lovell (Sociology)  
Professor N Spencer (School of Health and Social Studies)

(d) Recent Academic Appointments and Resignations

RECEIVED:

A report of recent academic appointments and resignations (ASC.59/02-03).

99/02-03 Report from the Accommodation Review Group

CONSIDERED:

A report from the Accommodation Review Group (S.58/02-03) and its resolutions recorded under the following items:

- (a) Strategic Accommodation Issues
- (b) Management of Teaching Space
- (c) Allocation of Accommodation 2003/2004.

REPORTED:

That the Group established by the Steering Committee to review the provision of social facilities and landscaping in relation to the new Lakeside residences, which was co-ordinating its work with the review of retail and catering services on campus, would be submitting its report for consideration by the appropriate University bodies during the Autumn Term.

(a) Operation of the Accommodation Review Group

RECEIVED:

A report on the work of the Accommodation Review Group during its first year of operation in 2003/04.

REPORTED: (by Professor Jones)

That members of the Senate forward any comments they may have on the operation of the Accommodation Review Group to the Assistant Registrar (Accommodation).

(b) Fining Scheme

CONSIDERED:

A report on the operation and outcome of the Fining Scheme established by the Senate at its meeting held on 5 December 2001 and applied to centrally-timetabled teaching rooms during the academic year 2002/2003.

RESOLVED:

- (i) That the Fining Scheme be discontinued for the academic year 2003/2004.
- (ii) That, in the light of recent discussions at the Building Committee and the need to maintain the low levels of contingency booking achieved during the academic year 2002/2003, the Accommodation Review Group consider means of using the data collected during the biannual Teaching Survey week more proactively to challenge instances of contingency booking by departments.
- (iii) That the Accommodation Review Group consider the reintroduction of a fining scheme in 2004/2005, or at a later date, if contingency booking identified during the biannual Teaching Survey week increases to a level which the Group considers to be unsatisfactory.

100/02-03 University Decision-Making Structures

CONSIDERED:

A report from the Registrar and the Administrative Secretary on the University's decision-making structures (S.46/02-03).



RECOMMENDED:

That a comprehensive review be undertaken of the University's decision-making processes as proposed in paper S.46/02-03 with a view to bringing forward recommendations for consideration by the Senate and the Council at their meetings at the beginning of the Autumn Term.

101/02-03 Appointment of Representatives of the Senate to the Council

REPORTED:

That in accordance with the procedure approved by the Senate at its meeting on 2 November 1983, the Registrar had written to members of the Senate to seek nominations for the appointment of two representatives of the Senate on the Council.

CONSIDERED:

The appointment of two members of the Senate to the Council for the period 1 August 2003 to 31 July 2006.

RESOLVED:

That the following members of the Senate be appointed to membership of the Council for the period 1 August 2003 to 31 July 2006:

Professor C Davis  
Professor P Mack.

102/02-03 Appointment of a Non-Academic Member of Staff to the University Council

REPORTED:

- (a) That a notice had been published on Insite and circulated to University Departments seeking nominations for the appointment of a non-academic member of staff to the University Council for the period 1 August 2003 to 31 July 2006.
- (b) That the procedures for the appointment of a non-academic member of staff to the University Council specify:
  - (i) That those submitting nominations were required to provide a statement of how the nominee meets the criteria for appointment.
  - (ii) That, when considering nominations for appointment of a non-academic member of staff to membership of the University Council, the Senate will take into account the need to appoint a member of staff who is willing and able to take an active role in the work of the Council and its committees and who demonstrates a broad understanding of the work and operation of the University across the broad range of its activities.

- (iii) That the Nominations Committee will consider any nomination submitted to the Registrar and may itself bring forward a nomination for appointment having taken into account the nominations submitted to the Registrar.
- (c) That three nominations had been received by the deadline and these would be considered by the Nominations Committee at its meeting on 4 July 2003 with a view to bringing forward a recommendation for appointment to the Senate at its meeting on 1 October 2003.

103/02-03 Membership of the University Court

CONSIDERED:

The appointment of one member of the University Court for the period 1 August 2003 to 31 July 2006 from the academic staff of the University to fill the vacancy occasioned by the expiry of the term of office of Dr G Paul.

RESOLVED:

- (a) That no appointment be made to the vacant position in the membership of the Court pending the review of the University's decision-making structures (see item 100/02-03 above).
- (b) That the suggestions made by the members of the Senate regarding the role of the Court and measures which might promote the greater involvement of external members in the work of the University be taken into account as part of the review of the University's decision-making structures.

104/02-03 Report from the Board of the Faculty of Arts

CONSIDERED:

A report from the meeting of the Board of the Faculty of Arts held on 4 June 2003 (S.47/02-03).

- (a) Membership of the Board of the Faculty of Arts and its Committees 2003/2004

RECEIVED:

The Board's report on the membership of the Board of the Faculty of Arts and the Faculty of Arts Undergraduate Studies and Graduate Studies Committees for the academic year 2003/2004.

REPORTED:

That, subject to the confirmation of the appointment of Professor Michael Whitby as a Pro-Vice-Chancellor, Professor Antony McFarlane had been appointed as Chair of the Board of the Faculty of Arts and Professor Linda Paterson had been appointed as Chair of the Faculty of Arts Undergraduate Studies Committee for the academic year 2003/2004.

(b) Elections to University Committees

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Arts to the Senate and other University Committees for the academic year 2003/2004.

REPORTED:

That, subject to the confirmation of the appointment of Professor Michael Whitby as a Pro-Vice-Chancellor, Professor Colin Davis had been appointed to the one vacancy among the representatives of the Board of the Faculty of Arts on the Senate for the period to 31 July 2006.

(c) Directors of Research Centres

RECEIVED:

The Board's report of its appointment of Directors of Research Centres in the Faculty of Arts.

(d) Centre for Research in East Roman Studies

CONSIDERED:

Proposed amendments to the constitution of the Centre for Research in East Roman Studies (BFA.40/02-03).

RESOLVED:

That the proposed amendments to the constitution of the Centre for Research in East Roman Studies be approved as set out in paper BFA.40/02-03.

105/02-03 Report from the Board of the Faculty of Medicine

CONSIDERED:

A report from the Board of the Faculty of Medicine held on 28 May 2003 (S.40/02-03 {revised}).

REPORTED:

That at its meeting on 30 June, the Board of the Faculty of Medicine appointed the following members of the Faculty to serve on the Senate for the three year period from 31 July 2003:

Professor S Petersen

Professor Singer

Professor J Dale

Dr C MacDougall

The incoming Vice Dean of the Warwick Medical School, when appointed.

The incoming Director of Medical Education, when appointed.

Centre for Primary Health Care Studies

CONSIDERED:

Proposed amendments to the constitution of the Centre for Primary Health Care Studies (BFM.26/02-03).

RESOLVED:

That the amendments to the constitution of the Centre for Primary Health Care Studies be approved as set out in paper BFM.26/02-03.

106/02-03 Report from the Board of the Faculty of Social Studies

CONSIDERED:

A report from the meeting of the Board of the Faculty of Social Studies held on 28 May 2003 (S.48/02-03).

- (a) Periodic Review of the Centre on Skills, Knowledge and Organisation Performance

RESOLVED:

That the mid-term ESRC report from the Centre on Skills, Knowledge and Organisation Performance be approved for the purpose of the University's internal Periodic Review of the Centre.

- (b) Membership of the Faculty Board 2003/2004

RECEIVED:

The Board's report on the membership of the Board of the Faculty of Social Studies for the academic year 2003/2004.

- (c) Membership of the Sub-Committees of the Board of the Faculty of Social Studies

RECEIVED:

The Board's report on the membership of its Undergraduate Studies and Graduate Studies Committees for the academic year 2003/2004.

- (d) Faculty Board Elections

RECEIVED:

A statement of the Board's appointment of representatives of the Board of the Faculty of Social Studies to the Senate and other University Committees for the academic year 2003/2004.

RESOLVED:

That Dr S Hill and Professor G Hundt continue to serve as co-opted members of the Board of the Faculty of Social Studies for the academic year 2003/2004.

(e) Amendments to the Constitution of Faculty Research Centres

CONSIDERED:

Proposed amendments to the constitutions of the following Research Centres located within the Faculty of Social Studies:

- (i) Local Government Centre (BFSS.43/02-03).
- (ii) Centre for the Study of Sport in Society (BFSS.44/02-03).
- (iii) Centre for Health Service Studies (BFSS.45/02-03).
- (iv) Centre for Studies in Democratisation (BFSS.46/02-03).
- (v) Centre for Small and Medium-Sized Enterprises (BFSS.47/02-03).
- (vi) Industrial Relations Research Unit (BFSS.48/02-03).

RESOLVED:

That the proposed amendments to the constitutions of the following Research Centres be approved as set out in papers BFSS.43 – 48/02-03, noting that ongoing discussions were taking place in the case of the Centre for Health Service Studies regarding its possible relocation to the Faculty of Medicine:

- (i) Local Government Centre
- (ii) Centre for the Study of Sport in Society
- (iii) Centre for Health Service Studies
- (iv) Centre for Studies in Democratisation
- (v) Centre for Small and Medium-Sized Enterprises
- (vi) Industrial Relations Research Unit.

107/02-03 Report from the Board of the Faculty of Science

RECEIVED:

A report from the meeting of the Board of the Faculty of Science held on 21 May 2003 (S.49/02-03).

(a) Chair of the Board of the Faculty of Science

RECEIVED:

The Board's report of its re-appointment of Professor Easton as the Chair of the Board of the Faculty of Science for the academic year 2003/2004.

(b) Membership of the Faculty Board 2003/2004

RECEIVED:

The Board's report on the membership of the Board of the Faculty of Science for the academic year 2003/2004.

(c) Membership of the Sub-Committees of the Board of the Faculty of Science 2003/2004

RECEIVED:

The Board's report on the membership of the Sub-Faculty of the Board of Science, the Faculty Graduate Studies Committee and the Faculty Information Technology Committee for the academic year 2003/2004.

(d) Appointment of Science Faculty Representatives on the Senate

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Science to the Senate for the academic year 2003/2004.

(e) Faculty Board Elections

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Science on other University Committees for the academic year 2003/2004.

108/02-03 Report from the Safety Committee

CONSIDERED:

A report from the meeting of the Safety Committee held on 20 May 2003 (S.57/02-03).

Revision of University Health and Safety Policy

CONSIDERED:

Proposed revisions to the following parts of Safety in the University (SITU) (USC.17/02-03):

- (a) Part 2 on Homeworking
- (b) Part 6 on Dangerous Substance and Explosive Atmospheres Regulations
- (c) Part 8 on Risk Assessment.

RECOMMENDED:

That the revisions to Parts 2, 6 and 8 of Safety in the University (SITU) be approved as set out in paper USC.17/02-03.

109/02-03 University Committee Timetable and Term Dates

CONSIDERED:

The Committee Timetable for the academic year 2003/2004 and University term dates for 2013/2014 (S.60/02-03).

RESOLVED:

That the Committee Timetable for the academic year 2003/2004 and the University term dates for 2013/2014 be approved as set out in paper S.61/02-03.

110/02-03 Sabbatical Officers in the Students' Union (minute 53/02-03 refers)

REPORTED:

That for the academic year 2003/2004 Mr Benny Spooner had been elected as the third student representative on the Senate.

CONSIDERED:

In accordance with Regulation 25(4) the conferral of registered student status for the academic year 2003/2004 on Bob Jones, Richard Watson, Ross Davidson, Steve Pretty, Lucy Whithorn, Fran Miles and Alek Maxwell.

RESOLVED:

That, in accordance with Regulation 25(4), registered student status be conferred on Bob Jones, Richard Watson, Ross Davidson, Steve Pretty, Lucy Whithorn, Fran Miles and Alek Maxwell for the academic year 2003/2004.