

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts on **Monday 18 May 2015** at **1.00pm** in room CMR 1.0, first floor, University House.

K Sloan  
Registrar & Chief Operating Officer

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Board, Mia Khan ([Mia.Khan@warwick.ac.uk](mailto:Mia.Khan@warwick.ac.uk)). Committee papers can be accessed at <https://files.warwick.ac.uk/boardofarts/browse/BFA/2014-15/3.+May+2015>.

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## A G E N D A

### MATTERS FOR CONSIDERATION BY THE BOARD

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 11 February 2015 (available online).

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board of the Faculty of Arts have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.

3. Faculty Appointments and Elections for 2015/16

(a) Appointment of the Chair of the Faculty of Arts

TO REPORT:

- (i) That, in accordance with Statute 17 (3) and arrangements for the selection and appointment of Faculty Board Chairs approved by Faculty Boards and the Senate in Spring 2011, the Registrar wrote to members of the Board of the Faculty of Arts on 27 April 2015 to confirm that the Vice-Chancellor recommends that Professor Simon Gilson be appointed as Chair of the Faculty of Arts for a first term of office, with effect from 1 September 2015;

- (ii) The expectation is that the term of office for a Faculty Board Chair should be for an initial period of three years, and Statute 17 (3) provides for annual re-appointment;
- (iii) That members of the Board of the Faculty of Arts respond to the Registrar by 1 May 2015 to confirm support of the recommendation that Professor Simon Gilson be appointed as Chair of the Faculty of Arts with effect from 1 September 2015;
- (iv) That the Board of the Faculty of Arts approved, via correspondence, the appointment of Professor Simon Gilson as Chair of the Board of the Faculty of Arts for a first term of office with effect from 1 September 2015.

(b) Board of the Faculty of Arts and its Sub-Committees

TO CONSIDER:

- (i) A paper from the Secretary outlining a proposal to amend the memberships of the Graduate and Undergraduate Studies Committees of the Board of the Faculty of Arts (BFA.22/14-15, to follow online);
- (ii) Nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2015/16 (paper BFA.21(a)-(c)/14-15, to follow online); together with a proposal that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months.

(c) University-Level Committees

TO CONSIDER:

Nominations on appointments for individuals to represent the Faculty of Arts on University committees for the academic year 2015/16 (paper BFA.21(e)-(t)/14-15, to follow online), together with a proposal that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months.

(d) Election of Board Members to the Senate

TO REPORT:

- (i) That the continuing members of the Senate appointed by the Board of the Faculty of Arts (with their term of appointment in brackets) are as follows:

Professor Daniel Branch (2017)	Department of History
Professor Sean Hand (2017)	School of Modern Languages and Cultures
Professor David Morley (2017)	Department of English and Comparative Literary Studies

- (ii) That there are three vacancies on Senate for representative members of the Board of the Faculty of Arts for the period 1 August 2015 to 31 July 2018 arising from the end of the term of office of Dr Catherine Constable, Professor Alison Menezes and Professor Stephen Shapiro.
- (iii) That nominations from the Board for a replacement member were requested by email on 21 April 2015 to be submitted by 12.00 noon on 8 May 2015.
- (iv) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors and heads of department.

TO RECEIVE:

Regulation 2.2 governing the election of representatives of the Boards of the Faculties to membership of the Senate (paper BFA.23/14-15, available online).

TO CONSIDER:

The election of three representatives of the Board of the Faculty of Arts to the Senate for the period 1 August 2015 to 31 July 2018.

4. First Year Board of Examiners 2014/15

(a) Membership of the First Year Board of Examiners

TO RECEIVE:

Departmental membership of the First Year Board of Examiners for the Faculty of Arts for the academic year 2014/15 for meetings in June and September 2015 (paper BFA.21(d)/14-15, to follow online).

(b) Undergraduate Examination Conventions for the First Year Board of Examiners

TO RECEIVE:

- (i) The current University conventions for the First Year Board of Examiners, applicable to students who commenced their course of study in September 2013 or later, as set out in paper AUSC.66/14-15 (available online), noting that the proposed amendments to the First Year Board of Examiners' harmonised conventions as set out in paper BUGS.9/14-15 (available online) are pending approval from the Academic Quality and Standards Committee and the Senate;
- (ii) A copy of the Faculty Conventions of the First Year Board of Examiners for the Faculty of Arts, as set out in paper BFA.4/06-07 (available online), noting that these would apply to students who commenced their studies prior to September 2013 only.

5. Matters Arising on the Minutes

(a) Space (minute BFA.31(c)/14-15 refers)

TO REPORT:

That room H0.42 has been allocated as a PGR study space with effect from academic year 2015/16.

(b) National Student Survey (minute BFA.31(e)/14-15 refers)

TO REPORT:

- (i) That NSS 2015 closed on Thursday 30 April 2015, noting that the institutional response rate surpassed that achieved in NSS 2014 (paper AQSC.72/14-15 (available online)), noting that the “departmental-level” statistics are for internal use only;
- (ii) That the first release of Warwick’s NSS 2015 data will take place on 31 July 2015, noting that it will be under strict embargo until public release on 12 August 2015;
- (iii) That students’ open comments will be released for internal use only on 20 August 2015;
- (iv) That the Teaching Quality Team will provide departments with specific timescales for release of tailored NSS datasets later in term 3;
- (v) That Unistats (KIS) will be updated on 2 September 2015 with NSS 2015 information.
- (vi) That the Teaching Quality team will be holding a debrief and planning session to facilitate getting as accurate a target list for NSS 2016 as possible, which will be open to all staff. Colleagues wishing to attend this session (date to be confirmed) are invited to express their interest by emailing [quality@warwick.ac.uk](mailto:quality@warwick.ac.uk) before the end of May 2015.

6. Chair’s Business

TO RECEIVE:

An oral report from the Chair.

7 Disabled Students’ Allowance Update

TO RECEIVE:

A paper from the University Disability Coordinators on the University’s response to changes to the Disabled Students’ Allowance, as set out in paper AQSC.42/14-15 (available online).

8. Graduate Studies Committee of the Board of the Faculty of Arts

TO REPORT:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Arts held on 12 May 2015 (paper BFA.24/14-15, to follow online).

TO RECEIVE:

An oral report from the Chair of the Graduate Studies Committee of the Board of the Faculty of Arts.

9. Undergraduate Studies Committee of the Board of the Faculty of Arts

TO REPORT:

The unconfirmed minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts held on 13 May 2015 (paper BFA.25/14-15, to follow online).

TO RECEIVE:

An oral report from the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts.

10. Assessment and Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2014-15 across the Faculty of Arts (paper BFA.19(revised)/14-15, available online).

11. Student Representative Issues

TO RECEIVE:

An oral report from the Faculty of Arts Undergraduate Student Representative.

12. University Research Centre: Warwick Cancer Research Centre

TO REPORT:

- (a) That the paperwork for this new centre was considered by Research Committee at its meeting on 19 February 2015 and the Research Committee resolved that the Centre should be recommended to Senate for approval;
- (b) That it was agreed that the paperwork would be sent to Faculty Boards for consideration.

TO CONSIDER:

A proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 & BFM.12/14-15 ([available online](#)).

13. Humanities Building

TO RECEIVE:

An oral report from the Assistant Registrar (Strategy and Change) on the progress of the new Humanities Building project (paper BFA.20/14-15, [available online](#)).

14. TeachHigher

TO CONSIDER:

- (a) A presentation on the TeachHigher initiative as set out in paper BGS.52/14-15 ([available online](#)), prepared by the TeachHigher team.

TO RECEIVE:

- (b) An update from the Director of Human Resources on the progress of the TeachHigher initiative.

15. Timetabling Policy

TO RECEIVE:

An oral update from the Senior Assistant Registrar (Space Management and Timetabling) on the University timetabling policy.

16. Student Complaints Resolution Pathway and Procedure Review Consultation

TO CONSIDER:

A paper and oral report from the Director of Delivery Assurance inviting initial feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedure since its introduction on 29 September 2014, with a view to detailed proposals for refinements being put forward to the Senate in the Summer Term (paper AQSC.43/14-15, [available online](#)).

17. Student Discipline Framework Review Consultation

TO CONSIDER:

A paper and oral report from the Director of Delivery Assurance inviting initial comments on the plans to revise the student discipline framework, and associated University Regulations, while retaining the University's zero tolerance policy on illegal substances and introducing a summary statement of expected student behaviours (paper BFA.26/14-15, [available online](#)).

18. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

19. Any Other Business

20. Dates of 2015/16 Committee Meetings

TO REPORT:

That the dates and venues for the Board's meetings for the academic year 2015/16 will be confirmed in due course.

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**ITEMS TO RECEIVE FOR INFORMATION ONLY**

The Chair and Secretary consider that the following item is non-controversial and/or can be accepted with a minimum of explanation. Members of the Board of the Faculty of Arts may, however, ask for the following item to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. The paper is available online from the Board's electronic filestore at <https://files.warwick.ac.uk/boardofarts/browse/BFA/2014-15/3.+May+2015>.

21. Arts Faculty Research Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Arts Faculty Research Committee held on 4 March 2015 (paper BFA.27/14-15, available online).