

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 11 February 2015.

Present: Professor M Freely (in the Chair), Professor A Menezes (Deputy Chair), Dr D Biggerstaff, Professor D Branch, Professor A Cooley, Dr T Crowther, Professor J Davis, Dr D Fearn, Ms C Hampton, Ms R Hiscock, Professor A Howard, Professor M Hulse, Professor C Jenainati, Professor P Marshall, Professor D Morley, Dr A Phillips, Dr S Purcell, Dr P Roberts, Professor P Scott, Mr E Stewart, Dr F Viala, Dr T White, Dr N Whybrow.

Apologies: Dr J Alexander, Dr S Allan, Dr L Bourdua, Dr C Britzolakis, Dr J Burns, Dr R Fagge, Professor E Gallafent, Dr A Gerritsen, Professor S Hand, Dr J Lee, Dr D Lines, Professor S Swain, Dr C Walton.

In attendance: Ms S Bennett (Director of Student Careers and Skills; for minute 30/14-15), Ms C Cadman (Assistant Secretary (Undergraduate), Ms K Harris (Internships Development Manager; for minute 30/14-15), Ms M Khan (Secretary); Dr R Moseley (Department of Film and Television Studies; for minute 37/14-15), Professor J Palmowski, (Chair of the Board of Graduate Studies; for minute 38/14-15), Mr D Pearson, (Senior Assistant Registrar (Graduate School); for minute 38/14-15), Ms J Sharp (Assistant Secretary (Postgraduate)).

27/14-15 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Arts held on 5 November 2015.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Arts held on 5 November 2015 be approved.

28/14-15 Conflicts of Interest

REPORTED:

- (a) 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 at <http://www.hefce.ac.uk/pubs/year/2009/200914/>.
- (b) That no conflicts of interest relating to agenda items for the meeting were reported.

29/14-15 Matters Arising

(a) Teaching and Learning Building (minute BFA.10/14-15 referred)

REPORTED:

That the Senior Project Manager for the new teaching and learning building met with a group of Faculty of Arts teaching staff on 10 November 2014 and 24 November 2014, to receive feedback from users of existing University teaching and learning spaces to inform the design of the new building.

(b) Gender Equality Charter Mark (GEM) (minute BFA.11/14-15 referred)

RECEIVED:

- (i) An oral report from the Chair of the Faculty of Arts GEM Working Group;

REPORTED (by the Deputy Chair of the Board of the Faculty of Arts):

- (ii) That progress was stalled by the Equality Challenge Unit (ECU) making changes to GEM due to the amalgamation with Athena Swan which meant that a single framework must be created;
- (iii) That a Faculty of Arts Working Group met at the end of Term 1 to facilitate discussion and sharing of experience and that the next meeting was to be held at the end of Term 2;
- (iv) That representatives from departments within the Faculty of Science were to be invited to the next meeting of the Working Group to talk about their experience with Athena Swan application process.

(c) Proposed Amendments to University Ordinance 7 (minute BFA17/14-15 refers)

RECEIVED:

An oral report from the Secretary on the amendments to University Ordinance 7 linked to the constitution of the Board of the Faculty of Arts.

REPORTED (by the Secretary):

That the amendments to University Ordinance 7 linked to the constitution of the Board of the Faculty of Arts would be going to the Senate on 10 June 2015, noting that these were the amendments agreed by this Board at the meeting on 5 November 2014.

30/14-15 Internships and Placements

RECEIVED:

A presentation from the Director of Student Careers and Skills and the Internships Development Manager on Internships and Placements (paper BFA.16/14-15).

REPORTED (by the Director of Student Careers and Skills):

- (a) That a degree alone would not be sufficient for students to gain meaningful employment following graduation;
- (b) That employers would be looking for broader experience from students including campus involvement and work experience;
- (c) That there would be a work experience bursary, of up to £200, available to students undertaking an unpaid placement;
- (d) That Student Careers and Skills would be keen to work with departments to support them in forging links with employers and businesses;
- (e) That Student Careers and Skills would be keen to work with the Faculty of Arts to help students understand how placements are relevant to their study and the range of opportunities and experiences that are available to them.

31/14-15 Chair's Business

RECEIVED:

An oral report from the Chair.

(a) Research Excellence Framework 2014

REPORTED (by the Chair):

- (i) That the Faculty of Arts had done very well in the REF;
- (ii) That a Research and Public Engagement Strategies for the Faculty was currently being drafted;
- (iii) That a new Faculty of Arts Public Engagement and Impact Officer had been appointed;
- (iv) That there would be a workshop in Term 3 with hosted in collaboration with colleagues from the Strategic Planning & Analytics Office on reviewing and scoring impact case studies;
- (v) That there were discussions ongoing around what is impact/public engagement and the weighting of this for the next REF.

(b) Warwick in California

REPORTED (by the Chair):

- (i) That the Senate adopted the principles for the continuation of work on the Warwick in California project, agreeing to continue investigations to the first gateway point in Autumn 2016;
- (ii) That the principles were due to be considered by the University Council on 12 February 2015;

- (iii) That a Research Centre for the Faculty of Arts was being considered which could include opportunities such as Liberal Arts and Global Humanities with the intention of being cross disciplinary.

(c) Space

REPORTED (by the Chair):

- (i) That there was proposal to change the room allocation of H0.42 (Humanities Building) from a meeting room into PGR/PGT workspace;
- (ii) That discussion on this item by the Board of the Faculty of Arts suggested the room was too large and noisy to be successful as the quiet study space requested by Graduate Studies Committee of the Board of the Faculty of Arts, and suggestions around splitting the space to provide a number of areas such creating an undergraduate common combined with a study space for the Faculty were explored.

RESOLVED:

That the Chair of the Faculty of Arts would consult with colleagues in the Faculty including SSLCs and Space Management and determine the best use of the space for 2015-16.

(d) Update on the Humanities Building Project

- (i) That Heads of Department had been invited to attend two externally facilitated Value Management Workshops. The purpose was to share and discuss their aspirations for the Humanities Forum and identify key project objectives;
- (ii) That engagement would be taking place with the wider Faculty of Arts community including administrative staff;
- (iii) That the first workshop was held on 4 February, with a second scheduled for 18 February 2015. A report would be produced that would will provide a framework for communications and further consultation with staff, students and external audiences;
- (iv) That the Estates Department would continue their work on identifying a suitable site, noting that this work would be dependent on the outputs from the workshops and the objectives of the campus masterplan.

(e) National Student Survey (NSS) 2015

- (i) That the NSS 2015 survey opened on Monday 9 February 2015 and would close on 30 April 2015;
- (ii) That the Warwick Student Survey would take place at the same time as the NSS.

32/14-15 BA in Liberal Arts

RECEIVED:

An oral report from the Academic Director on the progress of the BA in Liberal Arts degree.

REPORTED: (by Professor C Jenainati)

- (a) That thanks be extended to all colleagues who had helped and supported this new programme;
- (b) That the degree had been fully approved by the Board of Undergraduate Studies for 13 pathways which would be launched in October 2016;
- (c) That further pathways are in development with departments;
- (d) That the new programme would have its first intake of students in academic year 2016-17 with entry requirements of AAA/AAB dependant on department;
- (e) That a business case had been submitted to the Academic Resourcing Committee and confirmation of decision expected in April 2015 on whether approval be given for the staffing requested.

33/14-15 BASc Global Sustainable Development

RECEIVED:

An oral report from the Academic Director on the new BASc Global Sustainable Development degree programmes.

REPORTED: (by Professor C Jenainati)

- (a) That the new joint degree programmes had been approved at the Board of Undergraduate Studies, and would be launched in October 2016;
- (b) That a business case had been submitted to the Academic Resourcing Committee and confirmation of decision expected in April 2015 on whether approval be given for the staffing requested.

(by the Chair)

That the Academic Director be thanked on behalf of the Board of the Faculty of Arts for her work on both of the above initiatives.

34/14-15 Student Representatives' Issues

RECEIVED:

An oral report from the Faculty of Arts Undergraduate student representatives.

REPORTED (by the Undergraduate Student Representative):

- (a) That an alternative Arts Fair was being organised, in conjunction with the Chair of the Faculty of Arts, to take place on Thursday 5 March at 5.00pm;
- (b) That regular communication is highly valued by students, and it would be useful to create a mechanism to report back to students what the Faculty of Arts is aware of and what the Faculty is working on – whether this is a website or SSLC update.

35/14-15 Report from the Chair of the Graduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

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

REPORTED:

That the main points of discussion at the Graduate Studies Committee of the Board of the Faculty of Arts were around Space, Open Days, provisions for postgraduates who teach, and the validation of two MA courses with the London Film School;

36/14-15 Student Feedback and Complaints Resolution Framework

RECEIVED:

An oral report from the Secretary on the new framework for student feedback and complaints resolution, as set out in paper BFA.15/14-15.

37/14-15 University Research Centres

Centre for Television History, Heritage and Memory Research

CONSIDERED:

A request from the Department of Film and Television Studies to establish a new Centre for Television History, Heritage and Memory Research, as set out in paper RC.20/14-15.

RECOMMENDED: (to the Research Committee)

That the request from the Department of Film and Television Studies to establish a new Centre for Television History, Heritage and Memory Research, as set out in paper RC.20/14-15, be approved.

38/14-15 Graduate School Update

RECEIVED:

An oral update from the Chair of the Board of Graduate Studies on the following:

- (a) Professional Development for Doctoral Researchers, as set out in papers BGS.26 & 30/14-15;
- (b) Warwick Collaborative Postgraduate Research Scholarships (WCPRS);
- (c) Annual Report Forms and Postgraduate Research Supervision Records.

REPORTED (by the Chair of the Board of Graduate Studies):

- (d) That in response to the Review of the Graduate School a sub-group of the Board of Graduate Studies considered the types of training, key areas of training and recommendations and how much training would be required for postgraduate professional development;
- (e) That there were considerations still to be accounted for such as how to integrate needs for part-time students undertaking jobs with professional training to ensure that the model worked for all students;
- (f) That there would be a change in culture and this process would be integrated into study;
- (g) That current students may require a period of adjustment to integrate this process as they had not had to do previously;
- (g) That there would be a period of time over which this process would be introduced and improved;
- (h) That it would be useful to consider whether to maintain this requirement for the fourth year as students may wish to interact in different ways with the process – requiring more careers support at this time or less interaction to focus on writing up.

39/14-15 Faculty of Arts Lunches in 2014-15

REPORTED:

That the future Faculty of Arts Lunches would take place as follows in 2014-15:

- (a) Spring term: Wednesday 18 February 2015, 12.00-13:30, in CMR 1.0, first floor, University House;
- (b) Summer term: Monday 18 May 2015, 12.00-13:00, in CMR 1.0, first floor, University House.

40/14-15 Next Meeting

REPORTED:

That the final meeting of the Board of the Faculty of Arts in academic year 2014-15 would take place on Monday 18 May 2015, 13.00-15.00, in CMR 1.0, first floor, University House.

41/14-15 Assessment and Feedback

RECEIVED:

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

44/14-15 Chair's Action

That the Chair, acting on behalf of the Board of the Faculty of Arts, approved changes to membership of the Faculty committees and would be recommending to the Senate that these change be approved (paper BFA.01a-e(REVISED)/14-15).

45/14-15 Report from the Graduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Arts held on 27 January 2015 (paper BFA.17/14-15).

46/14-15 Report from the Undergraduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

The unconfirmed minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts held on 4 February 2015 (paper BFA.18/14-15).