

## UNIVERSITY OF WARWICK

### Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 5 November 2014.

Present: Professor M Freely (in the Chair), Dr J Alexander, Dr S Allan, Dr D Biggerstaff, Professor D Branch, Dr C Britzolakis, Dr J Burns, Professor A Cooley, Professor J Davis, Dr R Fagge, Dr D Fearn, Professor E Gallafent, Professor S Hand, Professor A Howard, Professor C Jenainati (left at 11:00), Dr D Lines, Professor P Marshall, Professor A Menezes (Deputy Chair), Dr S Purcell, Dr P Roberts, Mr E Stewart, Dr C Walton.

Apologies: Dr L Bourdua, Dr T Crowther, Dr A Gerritsen, Mr L Green, Ms C Hampton, Ms R Hiscock, Professor M Hulse, Professor P Scott, Professor S Swain.

In attendance: Mr P Blagburn (Senior Assistant Registrar (Outreach) for item 14/14-15); Ms A Burchfiel ((Teaching Quality) for item 11/14-15); Ms C Cadman (Assistant Secretary (Undergraduate)), Dr P Fraiture (in attendance for Ms C Hampton), Mr D Gibbons (Senior Project Manager, Estates Office, for item 10/14-15); Dr C Hoerl (in attendance on behalf of Dr T Crowther); Ms M Khan (Secretary); Ms R Millichap (Compliance Officer (Student Immigration) for item 12/14-15); Ms J Sharp (Assistant Secretary (Postgraduate)), Ms S Tuersley (Assistant Registrar, Strategy and Change, for item 09/14-15); Dr A Videtta (Faculty of Arts WP Link Officer, for item 14/14-15).

#### 01/14-15 Terms of Reference

##### REPORTED:

That the terms of reference of the Board of the Faculty of Arts, as set out in the University Calendar (<http://warwick.ac.uk/committees/bfa/#tor>), are as follows:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) To recommend to the Senate examiners for appointment;
- (c) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

REPORTED:

That following a number of changes to membership approved by Chair's Action over the summer, the revised membership of the committees within the Faculty of Arts for the academic year 2014-15 is as follows:

- (a) Board of the Faculty of Arts, (paper BFA.01a/14-15);
- (b) Undergraduate Studies Committee of the Faculty of Arts, (paper BFA.01b/14-15);
- (c) Graduate Studies Committee of the Board of the Faculty of Arts (paper BFA.01c/14-15);
- (d) Faculty of Arts Information Technology (Digital Humanities) Committee (paper BFA.01d/14-15);
- (e) Representatives of the Faculty of Arts on other Committees (paper BFA.01e/14-15).

CONSIDERED:

The remaining vacancies from Departments, and for representatives of the Board of the Faculty of Arts to the following University committees:

- (f) Chair of the Faculty of Arts IT Committee;
- (g) One academic staff representative to sit on the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (h) One academic staff representative to sit on the Committee on the Admissions of Students to Courses of Study;
- (i) One Board of the Faculty of Arts member to sit on the Board of the Faculty of Medicine;
- (j) One Board of the Faculty of Arts member to sit on the Board of the Science;
- (k) One academic staff member to sit on the E-Learning Steering Group.

RESOLVED:

- (l) That nominations should be sent by e-mail to the Secretary by 12 November 2014.
- (m) That the Chair would nominate representatives for any outstanding vacancies and that staff would be notified of their nomination by e-mail.

03/14-15      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.

04/14-15      Freedom of information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board of the Faculty of Arts would be published on the University's Governance website at: <http://warwick.ac.uk/committees/bfa/minutes/>;
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.
- (d) That members of the Committee are reminded that minutes of Committee meetings would be published in this way.

05/14-15      Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Arts held on 19 May 2014 be approved.

06/14-15

Matters arising on the Minutes

- (a) Election of Board Members to the Senate (minute BFA.33(d)/13-14 refers)

REPORTED:

That the appointments of Professors Daniel Branch (Department of History), Sean Hand (School of Modern Languages and Cultures), and David Morley (English and Comparative Literary Studies) were formally approved by the Senate at its meeting on 11 June 2014 to represent the Faculty of Arts to serve for the period 1 August 2014 to 31 July 2017.

- (b) Faculty of Arts Doctoral Training Centre (CADRE) (minute 34(a)/13-14 refers)

REPORTED:

That after consultation, CADRE had set up a Steering Group to oversee its management and operations and this would report directly to the Graduate Studies Committee of the Board of the Faculty of Arts.

- (c) The School of Modern Languages (minute 34(c)/13-14 refers)

REPORTED:

That following the nominations process for the Head of the School of Modern Languages and Cultures, Professor Sean Hand had been appointed as the Head of School with effect from 1 August 2014.

07/14-15

Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board of the Faculty of Arts, approved changes to membership of the Faculty committees (minute 02/14-15 refers, and paper BFA.01/14-15);
- (b) That the Chair, acting on behalf of the Board of the Faculty of Arts, approved the one-year appointment of Professor A Menezes as the Deputy Chair of the Faculty of Arts with effect from 1 September 2014;
- (c) That the Chair, acting on behalf of the Board of the Faculty of Arts, approved changes to the First Year Board of Examiners nominations for the meetings in June and in September 2014, and recommended to Senate that these changes be approved;
- (d) That the Chair, acting on behalf of the Board of the Faculty of Arts, approved the proposal for the establishment of a new University Research Centre, the Warwick Anti-Microbial (WAM) Interdisciplinary Centre (paper BFA.31/13-14).

08/14-15      Chair's Business

RECEIVED:

An oral report from the Chair on the following:

(a)      Humanities Building

REPORTED:

- (i)      That an updated business case for the Humanities forum had been submitted to CPARG;
- (ii)     That CPARG had recommended to the Finance and General Purposes Committee that funding be approved to revise the feasibility study for the Humanities Forum in light of the new Teaching and Learning Building;
- (iii)    That the figures for student and staff growth would be reviewed with Strategic Planning and Analytics;
- (iv)    That a site appraisal would be conducted to identify a possible site for the Humanities Forum, noting the ongoing work to refresh the Campus Masterplan.

(b)      Faculty of Arts Teaching and Learning Showcase

REPORTED:

That the Faculty of Arts Teaching and Learning Showcase, on the topic of 'Translating Theory into Practice', would take place on Wednesday 11 February 2015 from 10.00am – 12.30pm.

09/14-15      BA in Liberal Arts (*Item taken at 10.40am*)

RECEIVED:

An update from Professor C Jenainati, Academic Director, and Ms S Tuersley, Assistant Registrar (Strategy and Change), on the progress of the BA in Liberal Arts degree (paper BFA.02/14-15).

REPORTED:

- (a)      That feedback was invited on the overall structure of the degree, establishing links with other universities, and raising awareness of the degree nationally and internationally;
- (b)      That it was not anticipated that the introduction of this degree would have a negative impact on the recruitment to existing joint degree programmes and that the introduction of this degree would lead to an increased interest in the Arts;

- (c) That the core modules would be designed by a group of academics from departments from across the University and that it would be anticipated that staff would be released from their home department in order to deliver the modules for the Liberal Arts degree;
- (d) That the requirement to study a language had been removed as a requirement and instead, students would study a Certificate of Cultural Communication, to be delivered by the Centre for Applied Linguistics and be encouraged to study a language as their free option module in the first year.
- (e) That consideration needs to be given to the dissertation topic for certain pathways (for example History) as this may need to be linked to a core module.
- (f) That the internship is an integral part of the degree and that existing knowledge and resources should be shared to support this provision.

RESOLVED:

That Ms S Bennett, Director of Student Careers and Skills, would be invited to the next meeting of the Board to discuss the University's placement offering, both for the Liberal Arts degree and courses across the Faculty.

10/14-15      Teaching and Learning Building

RECEIVED:

- (a) A presentation on the development of the new Teaching and Learning Building by Mr D Gibbons, Senior Project Manager, Estates Office.
- (b) A summary paper from Mr D Gibbons (paper BFA.04/14-15).

RESOLVED:

That Mr D Gibbons be invited to meet with representatives from the Board in the near future to discuss the Faculty of Arts' response to the proposed plans.

11/14-15      Gender Equality Charter Mark (GEM)

RECEIVED:

A presentation on the Gender Equality Charter Mark by Ms A Burchfiel, Teaching Quality (paper BFA.05/14-15).

RESOLVED:

- (a) That a Faculty of Arts GEM Working Group would be established and that this would be led by Professor A Menezes. Nominations for members to be represented on the group should be sent by e-mail to the Secretary with a view to arranging the first meeting by the end of Term 1.

- (b) That guidance be sought from HR on the eligibility criteria for the new Research Fellowship scheme for Assistant, Associate and full Professors on teaching and research contracts who are returning from maternity or adoption leave.

12/14-15      Tier 4 Compliance

RECEIVED:

A presentation prepared by the Compliance Officer (Student Immigration) regarding Tier 4 compliance as set out in paper BFA.06/14-15.

13/14-15      Student Representatives' Issues

RECEIVED:

An oral report from the Chair summarising student issues submitted by the Faculty of Arts Undergraduate Representative.

REPORTED:

- (a) That students are very keen for a new Humanities Building to be built;
- (b) That students would welcome an 'Alternative Careers Fair' with a focus on post-graduation options for Arts graduates;
- (c) That a student feedback system should be developed to enable students to provide feedback on issues requiring immediate attention;
- (d) That Arts courses departmental webpages require updating.

14/14-15      Widening Participation (WP)

RECEIVED:

A presentation from the Head of Outreach and the Faculty of Arts WP Link Officer, on the Faculty of Arts departmental recruitment patterns related to WP targets and engagement with WP initiatives within the Faculty of Arts.

RESOLVED:

That a Faculty of Arts Widening Participation (WP) Working Group would be established and that nominations for members of the group should be sent by e-mail to the Secretary by the end of Term 1.

- 15/14-15      University Research Centres  
Centre for Predictive Modelling  
CONSIDERED:  
A proposal from the School of Engineering to establish a new University Research Centre for Predictive Modelling, as set out in paper BFA.07/14-15.  
RECOMMENDED: (to the Research Committee)  
That the proposal from the School of Engineering to establish the Warwick Centre for Predictive Modelling, as set out in paper BFSS.4/14-15, be approved.
- 16/14-15      Triennial Review of Faculty Research Centres  
RECEIVED:  
Paper BFA.08/14-15 setting out details for the review of the following University Research Centres relevant to the Faculty of Arts:  
(a)      Eighteenth Century Centre;  
(b)      Centre for the History of Medicine.  
CONSIDERED:  
Evidence, as set out in paper BFA.08/14-15, that the Centres provide added value, contribute to the University Strategy and are sustainable in the long term.  
RECOMMENDED: (to the Research Committee)  
(c)      That the evidence provided for the following Centres satisfied the Board that the Centres provided added value, contributed to University strategy and were sustainable in the long term:  
(i)      Eighteenth Century Centre;  
(ii)      Centre for the History of Medicine.
- 17/14-15      Proposed Amendments to University Ordinance 7  
CONSIDERED:  
A paper setting out amendments to University Ordinance 7, governing the constitution of the Board of the Faculty of Arts (paper BFA.12/14-15).  
RESOLVED:  
That the amendments to University Ordinance 7 linked to the constitution of the Board of the Faculty of Arts, as set out in paper BFA.12/14-15, be approved.



RECOMMENDED: (to Senate)

That the amendments to University Ordinance 7, Constitution of the Faculties, linked to the constitution of the Board of the Faculty of Arts, as set out in paper BFA.12/14-15, be approved with effect from academic year 2015/16.

18/14-15      Items to be brought to the Senate

RESOLVED:

That the following issue be referred to the Senate for consideration.

- (a)      The new Humanities Building;
- (b)      The Centre for Arts Doctoral Research Excellence (CADRE);
- (c)      The new Teaching and Learning Building and suitability for the Faculty of Arts.

19/14-15      Any Other Business

Appointment of New Pro-Vice-Chancellors

REPORTED: (by the Chair)

That Professor M Taylor, Dean of Warwick Business School, and Professor P Thomas, Chair of the Faculty of Science, had been appointed new Pro-Vice-Chancellors, noting that Professor Taylor's term in office would commence by the end of July 2015 and Professor Thomas' term in office on 1 December 2014.

RESOLVED:

That the Board extended its congratulations to Professors Taylor and Thomas on their appointments of Pro-Vice-Chancellors.

20/14-15      Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Summer Term 2013-14 across the Faculty of Arts (paper BFA.02/14-15) noting that the format of the report has changed at the request of the Academic Quality and Standards Committee.

21/14-15      Report from the Faculty of Arts Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts held on 15 October 2014 (paper BFA.09/14-15).

22/14-15      Report from the Faculty of Arts Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Faculty of Arts held on 21 October 2014 (paper BFA.10/14-15).

23/14-15      Report from the Arts Faculty Research Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty of Arts Research Committee held on 18 June 2014 (paper BFA.11/14-15).

24/14-15      University Strategy

REPORTED:

That the new University Strategy had been published and is available online from <http://warwick.ac.uk/strategy/>.

25/14-15      Faculty of Arts Lunches in 2014-15

REPORTED:

That the future Faculty of Arts Lunches in the academic year 2014-15 would be held on the following dates:

- (a) Autumn term: Wednesday 5 November 2014, 12.30-14:00, in CMR 1.0, University House;
- (b) Spring term: Wednesday 18 February 2015, 12.00-13:30, in CMR 1.0, University House;
- (c) Summer term: Monday 18 May 2015, 12.00-13:00, in CMR 1.0, University House.

26/14-15      Dates of 2014-15 Board Meetings

REPORTED:

That the future meetings of the Board of the Faculty of Arts in the academic year 2014-15 would be held on the following dates:

- (a) Wednesday 11 February 2014, 14:00-16:00, room R1.13, Ramphal Building;
- (b) Monday 18 May 2014 2014, 13:00-15:00, room CMR 1.0, University House.