

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts on Wednesday **30 May 2018** at **12.00pm** in CMR 1.0, University House.

R Sandby-Thomas
Registrar

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary to the Board, Clair Henrywood via artsfacultyboard@warwick.ac.uk.

Committee papers can be accessed at:

<https://files.warwick.ac.uk/boardofarts/browse/BFA/2017-18/2018-05-30>

A G E N D A

MATTERS FOR CONSIDERATION BY THE BOARD

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 13 February 2018 (available online).

3. Faculty Appointments and Elections for 2017/18

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

TO CONSIDER:

The recommendation of the Vice-Chancellor that Professor Penny Roberts be reappointed as Chair of the Board of the Faculty of Arts for the academic year 2017-18, accompanied by an oral report from Dr Helen Wheatley, Deputy Chair of the Board of the Faculty of Arts.

(b) Membership of the Board and its Sub-Committees, and Faculty Representation on other Committees

TO REPORT:

- (i) That membership of the Board of the Faculty of Arts and its sub-committees, representation of the Faculty on other University Committees, and representation of the Board of the Faculty of Arts on the Senate will be confirmed during summer 2018.

- (ii) That the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months, and circulated to the Board for approval by correspondence.

(c) Faculty Representation on the Senate

TO REPORT:

- (i) That the terms of office of Professor Catherine Constable and Professor Maureen Freely as representatives of the Board of the Faculty of Arts on the Senate will expire on 31 July 2018, and there will be two, three-year vacancies on Senate for representative members of the Board of the Faculty of Arts.
- (ii) That the nomination and voting periods for these vacancies will be opened when the membership of the Board of the Faculty of Arts for 2018-19 is confirmed over the summer vacation.

4. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following items:

- (a) Faculty of Arts Building
- (b) National Satisfaction Survey (NSS)

TO REPORT:

- (i) That NSS 2018 closed on 30 April 2018 and the University had a final response rate of 78 per cent.
 - (ii) That data at departmental, course and subject level will be made available when the data is released, where the threshold of a 50 per cent response rate is met.
 - (iii) That qualitative data will be made available to all Departments when the data is released, regardless as to whether the 50 per cent threshold is met.
- (c) Appointment of a new External Chair for the Centre for the Study of the Renaissance's Advisory Board

5. Student Representatives' Reports

TO RECEIVE:

Oral reports from the Faculty of Arts Undergraduate and Postgraduate Student Representatives.

6. Proposed Merger of the Faculty of Medicine and Faculty of Science

TO CONSIDER:

The final report and recommendations from the Faculty of Medicine and Faculty of Science Merger Task and Finish Group (FMTFG.5/17-18, available online).

7. Campus Master-Planning

TO RECEIVE:

An oral report from Charlotte Lewis (Head of Strategic Programmes and Governance, Estates) and paper (BFA.17/17-18, available online), providing an over view of the Campus Master-planning process, and seeking input on the priorities for the Faculty of Arts.

8. Update from the Chair of the Arts Education Committee

TO RECEIVE:

An oral report from the Chair of the Arts Education Committee.

9. Update from the Chair of the Arts Faculty Research and Impact Committee

TO RECEIVE:

An oral report from the Chair of the Arts Faculty Research and Impact Committee.

10. Warwick Awards for Teaching Excellence (WATE)

TO REPORT:

That the shortlist of Warwick Awards for Teaching Excellence (WATE) and Warwick Awards for Teaching Excellence for Postgraduates who Teach (WATE PGR) nominees is available online from https://warwick.ac.uk/services/ldc/teaching_learning/wate/wate1718shortlist/, noting the following Arts representatives:

(a) WATE – Short List

- (i) Dr Paul Prescott, English and Comparative Literary Studies.

(b) WATE PGR – Short List

- (i) Roxanne Douglas (IATL, English and Comparative Literary Studies);
- (ii) Milly Weaver (English and Comparative Literary Studies).

11. Assessment and Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessments submitted during the Spring term of 2017-18 across the Faculty of Arts (paper BFA.18/17-18, available online).

12. Any Other Business

13. Dates of 2018/19 Committee Meetings

TO REPORT:

That the dates and venues for the Board's meetings for the academic year 2018/19 will be confirmed in due course.

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/2017-18/2018-05-30>

14. First Year Board of Examiners 2017/18

(a) Membership of the First Year Board of Examiners

TO RECEIVE:

A paper that sets out the Departmental membership of the First Year Board of Examiners for the Faculty of Arts for the academic year 2017/18 for meetings in June and September 2018, noting that this needs to be recommended to Senate for approval (paper AEC.31/17-18, [available online](#)).

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

TO RECEIVE:

A copy of the University conventions for the First Year Board of Examiners, noting that the conventions are available online at:
<http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>

15. Teaching Quality Update, May 2018

TO REPORT:

- (a) That the Teaching Quality Update that was circulated in March 2017 contained some important information that Academic Departments need to be aware of (<https://warwick.ac.uk/services/aro/dar/quality/tlupdates/may2018/>). Key pieces of information that colleagues should familiarise themselves with include:

- (i) Graduate Diploma
- (ii) Exit Qualifications
- (iii) Module Approval Project
- (iv) Review of Personal Tutoring
- (v) Nominations of New External Examiners and Approval
- (vi) Review of Assessment.

16. Report from the Faculty of Arts Education Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Faculty of Arts Education Committee held on 9 May 2018 (paper BFA.19/17-18, [to be tabled](#)).