

UNIVERSITY OF WARWICK BOARD OF THE FACULTY OF ARTS OPEN MINUTES OF THE MEETING HELD 12.00-2.30PM WEDNESDAY 22 MAY 2019, CMR 1.0, UNIVERSITY HOUSE			
Present	Dan Branch	DB	Chair
	Helen Wheatley	HW	Department of Film and Television Studies, Deputy Chair
	Robin Ball	RB	Board of the Faculty of Science, Engineering and Medicine Representative
	Paul Botley	PB	Department of English and Comparative Literary Studies
	Fabio Camilletti	FC	School of Modern Languages and Cultures
	Rebecca Earle	RE	Department of History
	Silvija Jestrovic	SJ	School of Theatre and Performance Studies and Cultural and Media Policy Studies
	James Hodgkinson	JH	School of Modern Languages and Cultures
	Eileen John	EJ	Philosophy, Board of the Faculty of Social Sciences Representative
	Andy Lavender	AL	School of Theatre and Performance Studies and Cultural and Media Policy Studies
	Emma Mason	EM	Department of English and Comparative Literary Studies
	Zahra Newby	ZN	Department of Classics and Ancient History
	Lorenzo Pericolo	LP	Department of History of Art
	Alison Ribeiro de Menezes	ARM	School of Modern Languages and Cultures
	Sarah Richardson	SR	Chair of Arts Education Committee
	Gavin Schwartz-Leeper	GSL	School for Cross Faculty Studies (Liberal Arts)
	Michael Scott	MS	Department of Classics and Ancient History
	Evan Stewart	ES	Language Centre
	Emma Worrall	EW	Undergraduate Student Representative
	Rachel Dickinson	RD	Faculty of Arts Senior Tutor
	Claire Glover	CG	Undergraduate Admissions, Assistant Secretary
	Karen Jackson	KJ	Library
	Clare Watters	CW	Teaching Quality, Secretary
Ref	Item		
037	Apologies for absence Apologies were received from Jenny Burns (Deputy Chair of Faculty Education Committee and Director of CADRE), Catherine Constable (Film and Television Studies), Oliver Davis (Deputy Chair of Faculty Education Committee), Rosie Dias (History of Art), Douglas Morrey (School of Modern Languages and Cultures).		
038	Declarations of Interest No new declarations were made.		
039	Minutes of last meeting on 13 February 2019 The minutes of the meeting held on 13 February 2019 were received and approved.		
040	Matters arising from last meeting on 13 February 2019 There were no matters arising from the meeting that were not covered on the agenda.		
Chair's Business			

041	<p>New School Update</p> <p>The Committee received an update from the Chair and key points were as follows:</p> <ul style="list-style-type: none"> • The name for the new School is the School of Creative Arts, Performance and Visual Cultures. • Recruitment for a Department Administrator and Change Lead would soon be underway. • There would be an Away Day in the next few weeks for the Departments involved in the first stage of the School's creation.
042	<p>Faculty of Arts Building Update</p> <p>The Committee received an update from the Chair with key points:</p> <ul style="list-style-type: none"> • Heads of Department had attended a meeting to discuss the ceramic cladding for the building and an update would be provided once a contract had been signed. • Demolition of the carpark in the space which the new Arts building will be constructed had begun.
043	<p>University Research Centres</p> <p>The Committee received the report (043-BFA220519).</p> <p>DECISION:</p> <p>The Committee recommended to the University Research Committee that the proposal for the Warwick Interdisciplinary Centre for International Development – Category II Centre be approved.</p>
044	<p>Timeliness of Provision of Feedback to Students on Assessed Work</p> <p>The Committee received the report (044-BFA220519) and key points of the discussion were as follows:</p> <ul style="list-style-type: none"> • The format of reporting doesn't show the context for late feedback, and it was not always appropriate to list the reason for late feedback if this related to personal reasons. • It was suggested that the report could include extension requests and whether or not these had been approved. • Similar patterns were seen in other Faculties which raised questions about the amount and timing of assessment. <p>ACTION:</p> <p>The Secretary to review how timeliness of feedback is reported with colleagues in Teaching Quality over the Summer and to feedback in the next BFA.</p>
University Business	
045	<p>European Strategy/EUTOPIA Alliance</p> <p>The Committee received verbal reports from Sean Hand, Nikki Muckle and Mike Haynes and key points were as follows:</p> <ul style="list-style-type: none"> • The result of the funding bid was due at the end of June, the alliance was not fully dependent on the bid. • The bid brought together 6 Universities with regional dispersion and a spread of subject disciplines. • The Alliance would bring researchers together to target global challenges and facilitate students to move between institutions including placements and internships. • There were proposals for reciprocal visiting fellowship schemes, joint PhD scholarships and summer schools. • Penny Roberts was organising a workshop on memory and cultural heritage workshop within the alliance in the Autumn term and there would be exploratory trips to the universities from Autumn term onwards.

046	<p>Draft Internationalisation Strategy</p> <p>The Committee received the report (046-BFA220519) with verbal reports from the Internationalisation team and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • There had not been a standalone Internationalisation Strategy before. • The new Internationalisation Strategy aims to connect the many strands of international activity across the institution and to provide a clear framework for development of a partnerships network. • There is a strong focus on growing our international reputation. • That work would be undertaken to capture existing relationships and partnerships in a systematic way and catalogue these.
047	<p>Open Access Developments</p> <p>The Committee received the report (047-BFA220519) with a verbal report and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • Wellcome Trust and UK Research and Innovation (UKRI) will introduce revised Open Access policies at some point after 1st January 2020, with updated Guidance expected at the end of May 2019. • For REF 2021 the existing policies would apply until further notice. • Work had been undertaken to review how open access materials were accessed against the publication. Evidence from citations showed that people use open access versions for initial review and then use the publication. • The impact of developments on United States publishers was not yet known. • The Committee noted that the impact of the changes particularly on the Faculty of Arts.
048	<p>Draft Student Recruitment Strategy</p> <p>The Committee received the report (048-BFA220519) with a verbal report from Delyth Chambers and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Strategy had been developed to put in place a framework and operational infrastructure to navigate the increasingly competitive external environment and support “Size and Shape” work. • It was commented that there could be a tension between entry tariff and reducing barriers to entry. • Uptake of some subjects in schools was low and so a more granular approach to entry requirements may be needed. • A broader review of qualifications could be undertaken to reflect more qualifications in entry requirements and SROAS would like to work more closely with Departments to develop Student Recruitment plans. • Members of the Committee suggested that resources be reviewed to ensure sufficient budget and resource for timely processing of applications and to avoid any impact on conversion. • It was noted that working closely with schools and teachers was effective and SROAS would continue to build relationships and to encourage and support working relationships within departments. • Consideration was being given to grow numbers of students returning to study.
049	<p>Employability</p> <p>a) Draft Employability Strategy b) Enrolment Data c) DLHE Results</p> <p>The Committee received the reports (049a-BFA220519, 049b-BFA220519 and 049c-BFA220519) and a verbal report from Pat Tissington and Roberta Wooldridge-Smith and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • It was commented that placements need to be balanced with on-campus study. • Placements could take a range of forms and would be determined at Department level to suit the subject discipline, with central support available.

	<ul style="list-style-type: none"> The Student Representative commented that the timing of the data capture (at enrolment and in term three) could be mis-leading and wasn't representative for the Faculty of Arts where fewer students may decide to apply for graduate schemes. <p>DECISION: The Committee approved the Draft Employability Strategy.</p>
050	<p>Review of Assessment</p> <p>The Committee received a verbal report from David Lamburn and key points and discussions were as follows:</p> <ul style="list-style-type: none"> A proposal on self-certification for extensions would go to Senate for implementation in 2020/21. Departments would need to define if assessed work is eligible for self-certification. The choice of method of assessment would be removed at module level and presented instead as a choice at course level which is considered when addressing learning outcomes across the course. A standard submission deadline of 9 am to 4 pm on a University working day would be introduced in 2019-20. One Department fed-back that they used a deadline of 10am to encourage students not to miss classes to finish work for an afternoon deadline and encouraged others to do the same. It was confirmed that there would be training for the roll-out of the new procedure and systems using Tabula to collect mitigating circumstances information in 2019-20.
051	<p>Student Representative Updates</p> <p>The Committee received a verbal update and key points were as follows:</p> <p>a) UG Representative</p> <ul style="list-style-type: none"> Feedback that the SU should provide more training on the role and SSLCs. The Chair thanked the UG Representative for their hard work. The Committee thanked the UG Representative for their work on lecture capture. The UG Representative would provide feedback on their role to the Secretariat. <p>b) PG Representative</p> <p>No postgraduate representative had been provided by the SU despite discussion with the Secretariat and potential candidates put forward.</p>
052	<p>Reports from Committees</p> <p>a) Arts Education Committee</p> <p>The Committee received the unconfirmed minutes of the meeting held on 8 May 2019 (052a-BFA220519) and a verbal update from its Chair and key points were as follows:</p> <ul style="list-style-type: none"> Peer observation: The Committee had recommended that peer observation be added to the meeting of the Faculty Education Committee to review the state of peer observation/dialogue across departments. External examining: The Committee had requested feedback on further support from Teaching Quality on external examining best practice and review of practices. Work-based Learning Framework: The Committee noted that the detailed Work-Place Learning Framework could provide more specific information with regard to the Arts. <p>b) Arts Faculty Research and Impact Committee</p> <p>The Committee received the minutes of the meeting held on 6 March 2019 (052b-BFA220519) and a verbal update from its Chair and key points were as follows:</p> <ul style="list-style-type: none"> The Working Group on Faculty Research themes would report at the next meeting of AFRIC and representatives from ARFIC would feed back to Departments. REF: Autumn SSG deadline for papers was the 23 September. Workshops: Professional Impact writing workshops were scheduled for 26 and 27 June and 3 July, and case study workshops on 11 and 12 July.

	<ul style="list-style-type: none"> City of Culture: There was still funding available for City of Culture activity and colleagues were encouraged to apply. Arts Out: The Arts Festival “Arts Out” will take place on Saturday 20 July on the theme of food and drink. Impact Reading Group: An Impact Reading Group was being set-up. It was suggested that a group for Environment Statements would also be helpful. RIS had been asked to produce a statement back to support research in the Faculty.
Items below this line were for receipt and/or approval, without discussion	
Chair's Action	
053	No Chair's Actions were reported
054	Credit and Module Framework The Committee received and noted the report (AEC.059.18-19).
Other	
055	Any other business The following business was raised: <ul style="list-style-type: none"> a) Examination Timetable The Chair thanked departments for their support in difficult circumstances in returning the examinations timetable. The Chair of Faculty Education Committees, Directors of Administration and Assistant Registrars had been in close contact with departments and the Examinations team to limit further impact on departments. b) Reappointment of the Chair of the Board of the Faculty of Arts The reappointment of the Chair for 2019-20 was recommended to Senate. c) Faculty Representatives on the Senate There were 2 vacancies on Senate for representative members of the Board of the Faculty of Arts and the deadline for nominations was 7 June 2019. ACTION: Members to nominate themselves or colleagues by emailing artsboard@warwick.ac.uk
Next meeting: 12.00pm, Tuesday 12 November 2019, Council Chamber, Senate House	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
043 - University Research Centres	DECISION: The Committee recommended to the University Research Committee that the proposal for the Warwick Interdisciplinary Centre for International Development – Category II Centre be approved.		
044 - Timeliness of Provision of Feedback to	ACTION: The Secretary to review how timeliness of feedback is reported with colleagues in Teaching Quality over the Summer.	CW, Summer 2019	

Students on Assessed Work			
049a - Draft Employability Strategy	DECISION: The Committee approved the Draft Employability Strategy.		
051 - Student Representative Updates	Faculty UG Representative to provide feedback to the Secretariat on their time in the role for future Faculty representatives.	EW, June 2019	
055c – AOB Faculty Representation on Senate	ACTION: Members to nominate themselves or colleagues by emailing artsboard@warwick.ac.uk by 7 th June.	All, June 2019.	