

UNIVERSITY OF WARWICK BOARD OF THE FACULTY OF ARTS OPEN MINUTES OF THE MEETING HELD 12.00-2.00PM TUESDAY 12 NOVEMBER 2019, COUNCIL CHAMBER, SENATE HOUSE			
Present	Penny Roberts	PR	Chair
	Helen Wheatley	HW	Department of Film and Television Studies, Deputy Chair
	Jenny Alexander	JA	Department of History of Art
	Kate Astbury	KA	School of Modern Languages and Cultures
	Christopher Bilton	CB	Centre for Cultural and Media Policy Studies (arrived at 12.30)
	Jenny Burns	JB	Deputy Chair of Arts Education Committee and Director of CADRE
	Fabio Camilletti	FC	School of Modern Languages and Cultures
	Alice Dermody-Palmer	ADP	Undergraduate Student Representative
	Rebecca Earle	RE	Department of History
	Michael Hatt	MH	Department of History of Art
	Elisabeth Herrmann	EH	School of Modern Languages and Cultures
	Sarah Hodges	SH	Department of History
	Christoph Hoerl	CH	Philosophy and Board of the Faculty of Social Sciences Representative (left at 12.55)
	Silvija Jestrovic	SJ	School of Creative Arts, Performance and Visual Cultures
	Andy Lavender	AL	School of Creative Arts, Performance and Visual Cultures
	Emma Mason	EM	Department of English and Comparative Literary Studies
	Rachel Moseley	RM	Department of Film and Television Studies
	Stephanie Panichelli-Batalla	SPB	School for Cross Faculty Studies
	Sarah Richardson	SR	Chair of Arts Education Committee
	Gavin Schwartz-Leeper	GSL	School for Cross Faculty Studies
	Michael Scott	MS	Department of Classics and Ancient History
	Tim White	TW	Deputy Chair of Arts Education Committee
	Claire Glover	CG	Undergraduate Admissions, Assistant Secretary
	Diana Stonefield	DS	Director of Administration, Faculty of Arts
	Clare Watters	CW	Teaching Quality, Secretary
Ref	Item		
001	Apologies for absence Apologies were received from Paul Botley (English and Comparative Literary Studies), Hakan Ferhatosmanoglu (Board of the Faculty of Science, Engineering and Medicine Representative), Izzy Gatward (Postgraduate Student Representative), Seán Hand (Deputy Pro-Vice Chancellor (Europe)), Zahra Newby (Classics and Ancient History), Tom Whittaker (School of Modern Languages and Cultures).		
002	Declarations of Interest No declarations were made.		
003	Membership and Terms of Reference		

	<p>The committee received paper 003-BFA121119. It was reported that the minutes of the HoDs Forum/HoDs Forum Plus would come to the Board of the Faculty of Arts to ensure the University committee lines of communication are fully aware of the issues being discussed.</p> <p>ACTION:</p> <p>Minutes of HoDs Forum and HoDs Forum Plus to be provided at the next meeting.</p>
004	<p>Freedom of Information and Equality, Diversity and Social Inclusion</p> <p>The Committee noted and agreed to abide by the Freedom of Information and Equality, Diversity and Social Inclusion policies.</p>
005	<p>Minutes of last meeting on 22 May 2019</p> <p>The minutes of the meeting held on 22 May 2019 were received and approved (005-BFA121119).</p>
006	<p>Matters arising from last meeting on 22 May 2019</p> <p>There were no matters arising from the meeting that were not covered on the agenda.</p>
Chair's Business	
007	<p>Chair's Update</p> <p>The committee received and noted an update from the Chair (papers 007a-BFA121119, 007b-BFA121119 and 007c-BFA121119) and key points were as follows:</p> <ul style="list-style-type: none"> • The award winners in the Faculty of Arts were congratulated. • It was noted that there were still some vacancies on committees. • Departments were encouraged to engage with the learning circles or members from Arts who are on them, as they are often important in shaping education guidance and policy, as well as providing opportunity to link teaching practice to pedagogical research. • It was reported that the minutes of the new Faculty Equality and Inclusion committee would come to the Board of the Faculty of Arts. • Future Athena SWAN submissions for the Faculty of Arts will be considered. <p>ACTION:</p> <p>Secretary to circulate committee memberships to Departmental Administrators.</p>
008	<p>Termly Faculty Assembly</p> <p>It was reported that the Autumn Term Faculty Assembly on the topic of the new Faculty of Arts Building would take place in December 2019. The Assembly will be open to all colleagues in the Faculty of Arts and a link for staff to sign-up would be circulated.</p> <p>ACTION:</p> <p>Secretary to circulate invitation.</p>
009	<p>Faculty of Arts Building Update</p> <p>The Committee received a verbal update from the Director of Administration (DS) and key points were as follows:</p> <ul style="list-style-type: none"> • The foundations were underway and the building contract was due to be signed soon. The building would have terracotta cladding. • A Commencement Ceremony would take place on the 19th November, with a ceremonial performance from the Classics and Ancient History Department.

	<ul style="list-style-type: none"> Ideas for items for a time capsule were discussed. DS would also invite suggestions from students which the Faculty DSEP would coordinate. David Morley and students from Creative Writing had been commissioned to produce a poem. Operational Meetings are being set up to discuss how the building will function and to prepare for the move. The building plans would be published on the Estates website soon. SMLC raised the issue of timetable booking for the Language Centre. DS would discuss with Timetabling, noting that the Faculty of Arts will have priority for bookings in the new building. <p>ACTION:</p> <p>Director of Administration to provide feedback to SMLC on Language Centre timetabling within the new building.</p>
010	<p>HoDs Forum Update</p> <p>The Committee received a verbal update from the Chair and key points were as follows:</p> <ul style="list-style-type: none"> Paul Rowlett started as Change Management Lead for the School of Creative Arts, Performance and Visual Cultures (SCAPVC) at the end of September. Interviews for the Head of School will take place on 29 November 2019. The minutes of the HoDs Forum/HoDs Forum Plus will be reported to the Board of the Faculty of Arts.
011	<p>Timeliness of Provision of Feedback to Students on Assessed Work</p> <p>It was reported that the Summer term report had been delayed due to support for professional services staff and would be available at the next meeting of the Board of the Faculty of Arts.</p>
University Business	
012	<p>Changing Funder Requirements for Assessment of Research</p> <p>The Committee received the report (012-BFA121119), together with a verbal report from Robin Green and Yvonne Budden, and key points and discussions were as follows:</p> <ul style="list-style-type: none"> It was noted that there are implications on Human Resources with academic recruitment. HR are aware and RG was expecting to have discussions with HR. Some Departments noted that they would like to take the report to their Department Research Committee. RG would be happy to visit Departments to discuss further and receive comments. <p>DECISION:</p> <p>The Committee endorsed the University's Open Research Group proposal that the University:</p> <ul style="list-style-type: none"> Adopts as a first step the principles of the Leiden Manifesto (tailored to Warwick requirements), which allows flexibility in responsible use of metrics. Also signs up to DORA, the San Francisco Declaration on Research Assessment, should funders stipulate that is their preferred approach.
013	<p>University Research Centres – Triennial Review</p> <p>The Committee received the report (013-BFA121119) and key points and discussions were as follows:</p> <p>Centre for Cultural and Media Policy Studies</p> <ul style="list-style-type: none"> The designation of the primarily teaching-focused Centre is problematic, although its members also undertake research. Until the position of SCAPVC is fully defined the status of the Centre remains important and the Board supported not making a decision to discontinue or change its status until this is in place. There may still be areas of CMPS which should have research centre status.

	<p>Global History and Culture Centre (GHCC)</p> <ul style="list-style-type: none"> SPB: That the Institute for Global Sustainable Development would be keen to work more closely with GHCC. <p>DECISION:</p> <ol style="list-style-type: none"> The Committee recommended to the University Research Committee that the Centre for Cultural and Media Policy Studies be exempt from the triennial review process in 19/20 whilst the new School of Creative Arts, Performance and Visual Cultures is being established and the position of the Centre is being reviewed; The Committee recommended to the University Research Committee that the Global History and Culture Centre (GHCC) continue for a further three years; The Committee recommended to the University Research Committee that the Centre for Scientific Computing (CSC) be dis-established; The Committee recommended to the University Research Committee that the Zeeman Institute: Systems Biology & Infectious Diseases Epidemiology Research (SBIDER) continue for a further three years; The Committee recommended to the University Research Committee that the Centre for the Study of Women and Gender (CSWG) continue for a further three years; The Committee recommended to the University Research Committee that the Warwick Analytical Science Centre be re-classified to a Category II Centre.
014	<p>Centre for Digital Inquiry</p> <p>The Committee received the report (014-BFA121119) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> The Centre would need to understand in more detail what is within reach in collaboration with City of Culture and Digital Archive given the short timeframe and Coventry University's ownership of the digital archive. GRP Connecting Cultures would welcome further and closer discussion with the Centre. That the membership should be discussed further as it was felt that a representative from all departments and a PhD student should be included on the Advisory Board. The Committee would welcome more overt statements that support Arts and Humanities. The Committee requested clarification on where the funding was coming from and how resources would be allocated, including central ITS resources. It was noted that the Centre draws on research and work already ongoing and clarification was needed on the relationship with current Digital Humanities activity and the Centre. <p>DECISION:</p> <p>Approved, subject to:</p> <p>Communication with GRP Connecting Cultures and the City of Culture.</p> <p>Liaison with central ITS.</p> <p>Clarification of the relationship between the Faculty of Arts Digital Humanities provision and the Centre.</p> <p>Discussion of Centre membership within the Faculty.</p> <p>Discussion of research and work already ongoing, consideration of how resources will be allocated.</p> <p>ACTION:</p>

	Secretary to invite Nate Tkacz to the next meeting of the Board of the Faculty of Arts and future meetings of AFRIC.
015	<p>Warwick Soft Centre & Matter Research Centre</p> <p>The Committee received the report (015-BFA121119) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> The Committee noted that the purpose and rationale set out in the paperwork was unclear. <p>DECISION:</p> <p>The Committee recommended to the University Research Committee that the paperwork be reviewed to more clearly set out the purpose and rationale, and that the paperwork be re-submitted for consideration.</p>
	Faculty Business
016	<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"> There had been a re-structure of representation in the Student's Union and there were now three undergraduate student representatives who could attend committee meetings. The student representatives would also be engaging with SSLCs and working to build links in all departments as all UG Faculty reps are based in History. Key projects for this year were reviewing hidden course costs, decolonising the curriculum and departmental communications for students including joint honours students; ADP would contact Kathryn Woods to discuss student involvement in the time capsule for the new Faculty of Arts building. <p>b) PG Representative</p> <p>The postgraduate representative sent their apologies for the meeting.</p>
017	<p>Reports from Committees</p> <p>a) Arts Education Committee</p> <p>The Committee received the unconfirmed minutes of the meeting held on (017a-BFA121119) and a verbal update from its Chair and key points were as follows:</p> <ul style="list-style-type: none"> The Committee's priorities for this year had been communicated in the newsletter and published on the Faculty of Arts website. There had been a consultation on Core Skills and the Undergraduate Representatives had also provided helpful feedback. Two key projects were decolonisation of the curriculum work with the Students' Union and work on Community Values. <p>b) Arts Faculty Research and Impact Committee</p> <p>The Committee received the minutes of the meeting held on 19 June 2019 (017b-BFA121119) and a verbal update from its Chair and key points were as follows:</p> <ul style="list-style-type: none"> Record of thanks for work on SSG and preparation for REF. A Faculty Research Away Day was being organised. Research Themes would be published on the website in early 2020. Audience development work for a Faculty of Arts Festival of Research was underway. City of Culture funding decisions were due this week. There will be more REF writing support available, and this would be discussed at AFRIC and then circulated more widely.

018	Education Policy and Quality Update The Committee received a verbal update from Clare Watters and key points were as follows: <ul style="list-style-type: none">• The Peer Dialogue deadline for publication of schemes on websites was January 2020.• The Warwick Student Experience Survey was now open.• EPQ work would continue on course/module approval and non-continuation.																			
Items below this line were for receipt and/or approval, without discussion																				
Chair's Action																				
019	No Chair's Actions were reported																			
020	Dates of future meetings and deadlines for papers <table><tr><th>Meeting date:</th><th>Notification of intention to submit a paper for the Board to consider:</th><th>Draft papers due:</th><th>Date of the circulation of papers:</th><th>Date of the meeting:</th></tr><tr><td>Spring term</td><td>14 January 2020</td><td>21 January 2020</td><td>28 January 2020</td><td>12pm-2pm, Tuesday 4 February 2020</td></tr><tr><td>Summer term</td><td>28 April 2020</td><td>5 May 2020</td><td>12 May 2020</td><td>12pm-2pm, Tuesday 19 May 2020</td></tr></table>					Meeting date:	Notification of intention to submit a paper for the Board to consider:	Draft papers due:	Date of the circulation of papers:	Date of the meeting:	Spring term	14 January 2020	21 January 2020	28 January 2020	12pm-2pm, Tuesday 4 February 2020	Summer term	28 April 2020	5 May 2020	12 May 2020	12pm-2pm, Tuesday 19 May 2020
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Other																				
021	Any other business There was no other business raised																			
022	Senate Committee Minutes and Reports Board of the Faculty of Arts http://warwick.ac.uk/committees/bfa/minutes Faculty Education Committee https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes/ Board of Graduate Studies http://warwick.ac.uk/committees/bgs/minutes Partnerships Committee http://warwick.ac.uk/committees/partnerships/minutes Academic Quality and Standards Committee http://warwick.ac.uk/committees/aqsc/minutes Student Learning Experience and Engagement Committee https://warwick.ac.uk/committees/sleec/minutes University Education Committee https://warwick.ac.uk/committees/ec/minutes																			
Next meeting: 12.00PM, Tuesday 4 February 2020, Council Chamber, Senate House																				

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
003	Minutes of HoDs Forums and Faculty Equality and Inclusion Committee to be provided at the next meeting.	PA to Chair of Faculty,	Ongoing

		14.1.19 and ongoing	
007	Secretary to circulate committee memberships to Departmental Administrators and full memberships of all working groups to all.	Secretary. Dec 2019	Ongoing
008	Secretary to circulate invitation to Faculty Assembly to all staff.	Secretary 18.11.19	Ongoing
009	Director of Administration to provide feedback to SMLC on Language Centre timetabling within the new building.	Director of Administration, Dec 19	Ongoing

Unconfirmed