

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts at 1.30pm on Wednesday 5th November 2008 in R.03/04, Ramphal Building.

J F Baldwin
Registrar

Notes: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Board, Jill Shaw on 23773 or jill.shaw@warwick.ac.uk

A G E N D A

1. Terms of Reference

TO REPORT:

That paragraph (4) of Statute 21 states that the Board of each Faculty will have the following powers and functions:

- (a) to regulate, subject to these 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 19;
- (g) to discharge such other functions as the Senate may from time to time determine.

TO RECEIVE:

The membership of the Board for the academic year 2008/09 (Paper BFA1/08-09, copy attached).

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 28th May 2008 (copy attached).

3. Matters Arising on the Minutes

Progress of Committee recommendations

TO REPORT:

- (a) That, at its meeting on 4th June 2008, the Board of Undergraduate Studies resolved that the following new courses be approved:

(i) Department of French Studies

A proposal from the Department of French Studies for a new course entitled 'French with Theatre Studies' as set out in papers AUSC20/07-08 (revised) and AUSC28-30/07-08;

(ii) Departments of History of Art and Italian

Proposals from the Departments of History of Art and Italian for new courses 'BA in Italian and History of Art' (Papers AUSC.85-88/07-08) and 'BA in History of Art with Italian' (Papers AUSC.89-91/07-08) for introduction in October 2009.

(b) Centre for Translation and Comparative Cultural Studies

That, during the summer vacation, the Chair of the Graduate Studies Committee and Chair of the Board of Graduate Studies resolved that a proposal from the Centre for Translation and Comparative Cultural Studies to introduce a revised course 'MA in British Cultural Studies and English Language Teaching' (Paper AGSC.2/08-09) be approved.

(c) Constitution of the Centre for Translation and Comparative Cultural Studies

TO REPORT:

- (i) That the Senate, at its meeting on 18th June 2008, resolved that the revised constitution of the Centre for Translation and Comparative Cultural Studies be approved as set out in S.45/07-08;
- (ii) That the Chair, acting on behalf of the Board, had approved a subsequent minor amendment to the revised constitution for the Centre for Translation and Comparative Cultural Studies (Paper BFA20/07-08 (revised)), and this had subsequently been approved by the Vice-Chancellor, acting on behalf of the Senate.

4. Chair's Action

(a) Committee Membership (Minute BFA 55(b)/07-08 refers)

(i) Undergraduate Studies Committee of the Board of the Faculty of Arts

TO REPORT:

That the Chair acting on behalf of the Board had approved the following amendments to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Arts:

- (A) The nomination of Dr A Cooley to serve as the representative of the Department of Classics and Ancient History;
- (B) The nomination of Professor N Hewlett to serve as the representative of the Department of French Studies for terms 2 and 3.

(ii) Graduate Studies Committee of the Board of the Faculty of Arts

TO REPORT:

That the Chair acting on behalf of the Board had approved the nomination of Dr R Moseley to serve as the representative of the Department of Film and Television Studies on the Graduate Studies Committee of the Board of the Faculty of Arts.

(iii) Student Representatives

TO REPORT:

- (A) That Ms V Tomlinson had been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee;
- (B) That a Postgraduate student representative had not yet been elected by the Students' Union to serve on the Board of the Faculty of Arts and Graduate Studies Committee.

(iv) Board of Graduate Studies

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the appointment of Professor K Butcher from the Graduate Studies Committee to sit on the Board of Graduate Studies.

(b) Directorship of the Centre for Caribbean Studies

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the appointment of Professor D Dabydeen as Director of the Centre for Caribbean Studies for academic year 2008-09.

(c) Revised Personal Tutor System Guidelines (Minute S.15/08-09 (unconfirmed) refers)

TO REPORT:

- (i) That the Chair, acting on behalf of the Board, had approved the revised guidelines for the Personal Tutor System, and communicated comments from Faculty members to the University Senior Tutor;
- (ii) That the Senate, at its meeting on 1st October 2008 considered a paper outlining revised guidelines for the Personal Tutor System from the University Senior Tutor (Paper S.6/08-09). The Deputy Registrar reported that the guidelines were designed so that the University Senior Tutor could make minor amendments and updates to this guidance as necessary without requiring the approval of the Senate, noting that any substantial changes in content or focus would be brought forward for the consideration of the Senate. Senate resolved that:
 - (A) the revised guidelines for the Personal Tutor System be approved as set out in S.6/08-09.
 - (B) the guidelines be circulated by Student Services to Heads of Department and Personal Tutors shortly following this meeting of the Senate.

5. Chair's Business

(a) Environment

TO REPORT:

- (i) That an electronic file store area for the agenda and papers being considered by the Board of the Faculty of Arts had been created by the Secretariat, and can be accessed by members of the Board at <https://files.warwick.ac.uk/boardofarts/browse>
- (ii) That Board members are requested to inform the Secretariat if they wish to receive Board agendas and papers via electronic circulation only.

TO RECEIVE:

Comments from the Board on environmental issues affecting the Faculty, following a request from the Chair of the Environment and Amenities Committee that the Environment should be a standing agenda item.

(b) Annual Review

TO RECEIVE:

An oral report from the Chair on the implementation of Annual Review.

(c) Faculty Accommodation

TO RECEIVE:

An oral report from the Chair on faculty accommodation.

(d) National Student Survey

TO RECEIVE:

An oral report from the Chair on the performance of the Faculty in the National Student Survey 2008 (Papers SC.565/07-08 and SC.575/07-08, copies attached).

6. Course Proposals

TO REPORT:

That, at its meeting on 21st October 2008, the Graduate Studies Committee of the Board of the Faculty of Arts recommended to the Board of the Graduate Studies:

(a) Department of French Studies

That the proposal from the department of French Studies for a new course 'MA for Research in French and Francophone Studies' for introduction in October 2009 (Paper AGSC.6/08-09) be approved subject to minor amendments outlined at the meeting.

(b) Department of English and Comparative Literary Studies

That the proposal from the department of Department of English and Comparative Literary Studies for a new course 'MA in Acting Shakespeare' for introduction in October 2009 (Paper AGSC.7/08-09) be approved, subject to:

- (i) Confirmation that the space needed for the course to run would be available, and of the appropriate standard required;
- (ii) Confirmation that freelance and temporarily employed staff would be available to staff the course, and clarification regarding how continuity would be provided;
- (iii) Clarification of the nature of the audition process, and what the auditions are intended to assess.

7. Constitution of the Centre for Caribbean Studies

TO CONSIDER (for recommendation to the Senate):

A proposed revised constitution for the Centre for Caribbean Studies (Paper BFA2/08-09, copy attached).

8. AHRC Block Grant Partnership Scheme and AHRC 2008 Competition (Minutes AGSC.5(a)/07-08, AGSC.24(d)/07-08 and AGSC.45(d)/07-08) refer

TO RECEIVE:

An oral report from the Chair of the Graduate Studies Committee of the Faculty on:

- (a) The AHRC 2008 Competition;
- (b) The University's AHRC Block Grant bid.

9. Consultation on Review of University Regulations and Implementation of New Immigration Requirements for Overseas Students – 2.15pm

TO RECEIVE:

A report from the Senior Assistant Registrar (Deputy Registrar's Office) and the Senior International Student Adviser on the review of University Regulations and the implementation of new immigration requirements for overseas students (Paper BFA3/08-09, copy attached).

10. New Honours Degree Classification Convention and Marking Scale for Undergraduate Modules (Minute BFA 46/07-08 refers) – 2.30pm

(a) TO REPORT:

- (i) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008 recommended (to the Senate) that:
 - (A) The University introduce a unified convention for the classification of all Honours degrees, set out in Annex B of paper AQSC 60/08(revised 2), with effect for students first registering in Autumn 2008. (Minute AQSC. 119(x)/07-08 refers);

- (B) The University introduce a new marking scale, based on 17 grade points, set out in Annex A of paper AQSC 60/07-08 (revised 2), on undergraduate modules from Autumn 2008 (initially on first-year modules from 2008-09 onwards, on second year modules from 2009-10 onwards and so on), except on numeric-based assessments where the full range of percentage marks from 0 to 100 is used, e.g. many assessments in the Faculty of Science; some language assessments. (Minute AQSC. 119(ix)/07-08 refers)

(ii) That the Senate, at its meeting on 2 July 2008, resolved that

- (A) The points of benefit and concern raised by members of the Senate at the meeting regarding the implementation be noted and that, where possible, they be taken into account when introducing the new conventions; (Minute S.93(a)/07-08 refers)
- (B) The University adopt a unified convention for the classification of all Honours degrees with the introduction of a new marking scale based on 17 points for any assessments which are not marked on the full range of percentage points for all undergraduate modules taken by students first registering in October 2008. (Minute S.93(a)/07-08 refers).

(b) Special Conventions. Use of Vivas and Criteria used in Borderline Cases

(i) TO REPORT

That, at its meeting on 15th October 2008, the Undergraduate Studies Committee of the Board of the Faculty of Arts considered information on special conventions, criteria used in borderline cases and the use of vivas across the Faculty, and resolved:

- (A) That the information on proposed special conventions outlined in Paper AUSC.14/08-09(revised) be recommended for approval to the Board of the Faculty of Arts, following the addition of information outstanding from some departments;
- (B) That the information on the use of vivas outlined in Paper AUSC.14/08-09(revised) be recommended for approval to the Board of the Faculty of Arts, following the addition of information outstanding from some departments, noting that the Committee recommended that vivas should remain an option for all departments to use at their discretion;
- (C) That the criteria used for borderline cases in departments in the Faculty of Arts be noted and communicated to Academic Quality and Standards Committee, following the addition of information outstanding from some departments;
- (D) That it be noted that clearer guidelines on the new degree classification conventions were needed for proper discussion and consideration of the criteria for the consideration of borderline cases and special conventions to take place, particularly with regard to the treatment of fail marks and first class degree classifications;
- (E) That a member of the Teaching Quality team be invited to attend future discussions on degree classification conventions to provide clarification on these issues.

(ii) Criteria used by final-year exam boards in considering borderline cases

TO RECEIVE:

A document summarising departmental criteria when considering borderline performance, which will be published by the Teaching Quality team (Paper BFA4/08-09, copy attached);

(iii) Special conventions

TO CONSIDER:

A document summarising special conventions for undergraduate degrees in the Faculty of Arts, which will be considered by the University's Academic Quality and Standards Committee (Paper BFA5/08-09, copy attached);

(iv) Use of vivas

TO CONSIDER:

A document summarising departmental use of vivas, which will be considered by the University's Academic Quality and Standards Committee (Paper BFA6/08-09, copy attached).

11. First Year Board of Examiners

TO RECEIVE:

An oral report from the Chair of the First Year Board of Examiners on issues raised at its meeting on 18th September 2008.

12. Module Approval Process

TO CONSIDER:

A proposal from the Head of Governance Support Services to amend the module approval process (Paper AGSC.15/08-09, copy attached), noting the following comments from the Graduate Studies Committee of the Board of the Faculty of Arts:

- (a) That proposals be submitted no later than 4 weeks in advance of the meeting at which they are to be approved rather than no later than 3 weeks, to give the reviewers sufficient time to consider the proposals;
- (b) That the words "together with a list of already approved core and option modules" be removed from step 6 of the process proposal;
- (c) That the deadline of August 15th for the submission of new or significantly revised postgraduate modules for introduction in the Autumn Term be brought forward to the end of term 3, and that the deadline for the submission of postgraduate modules with minor revisions for introduction in the Autumn Term be July 31st.

13. Learning, Teaching and Assessment Enhancement Strategy

TO REPORT:

- (a) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008 recommended (to the Senate) that the proposed Learning, Teaching and

Assessment Enhancement Strategy be approved as set out in paper AQSC.6/07-08 (revised 5) (Minutes AQSC.101(a)/07-08 and AQSC.119(b)/07-08 refers);

- (b) That at its meeting on 2 July 2008, Senate resolved that the Learning and Teaching Strategy as set out in S.51/07-08 {Part 1} be approved. (Minute S.93(b)/07-08 refers).

14. Credit and Module Framework (Minutes AQSC.75(d)/07-08 and AQSC.119(c)/07-08 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008 recommended (to the Senate) that the proposed revisions to the University's Credit and Module framework be approved as set out in paper AQSC 35/07-08 (revised 3). (Minutes AQSC.75(d)/07-08 and AQSC.119(c)/07-08 refer);
- (b) That at its meeting on 2 July 2008, Senate resolved that the proposed revisions to the University's Credit and Module Framework as set out in S.51/07-08 {Part 1} be approved (Minute S.93(d)/07-08 refers).

15. Strategic Departmental Review

TO RECEIVE:

The schedule for forthcoming Strategic Departmental Reviews (Paper BFA7/08-09, copy attached).

16. Advisory Board to the Faculty of Arts

TO RECEIVE:

An oral report from the Chair on the meeting of the Advisory Board of the Faculty of Arts held on 22nd October 2008.

17. Report from the Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 15th October 2008 (Paper BFA8/08-09, copy attached).

18. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 21st May 2008 (Paper BFA9/08-09, to be tabled).

19. Student Representatives' Issues

TO REPORT:

That the Undergraduate student representative was unable to attend the meeting.

20. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

21. Dates of 2008-09 Committee Meetings

TO REPORT:

That the remaining dates of the Board's meetings for the academic year 2008-09 are as follows:

Wednesday 11th February 2009, 1.30pm

Wednesday 27th May 2009, 1.30pm

Items for consideration by the Board must be submitted by the following deadlines:

For the meeting of 11th February 2009:

Wednesday 28th January 2009

For the meeting of 27th May 2009:

Wednesday 13th May 2009

22. Any Other Business