

UNIVERSITY OF WARWICK

**Minutes of the meeting of the Board of the Faculty of Arts 22 May 2012**

Present: Professor S Swain (Chair), Dr K Astbury, Professor C Bates, Dr C Bilton, Miss J Blackwell, Dr D Branch, Dr J Burns, Professor R Burns, Professor R Earle, Dr R Fagge, Dr E Gallafant, Professor S Gilson Professor N Hewlett, Professor T Howard, Dr C Jenainati, Dr J Jordan, Professor M Knights, Professor J Labbe, Professor A Reeve, Dr P Roberts, Mr E Stewart, Dr T White

In attendance: Dr L Meadows, Miss C Evans, Mr R Horton

Apologies: Professor A Caesar, Dr C Constable, Dr A Cooley Dr J Gilmore, Professor N Eilan, Professor M Hatt, Professor S Hand, Prof N Holdsworth, Professor M Luddy, Professor C McConville, Professor J Neelands, Dr D Orrells, Dr L Polezzi, Professor J Powell, Miss E Scurrah, Professor P Smith, Dr C Stein, Professor N Thrift

32/11-12 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 8 February 2012 be approved.

33/11-12 Matters Arising on the Minutes

(a) Hispanic Studies (minute BFA.20/11-12 referred)

RECEIVED:

An oral update from the Chair and Head of the Sub-Faculty on progress made to date with the establishment of the new Unit.

REPORTED:

- (i) That Prof Alison de Menezes had been appointed as Chair of the Unit and would take up her post in the summer;
- (ii) That interviews for two Associate Professorships would take place at the end of May 2012;
- (iii) That the new team would work on the structure of the degree programme (to be offered from October 2013) and prepare course approval paperwork over the summer vacation;
- (iv) That, in consultation with Governance, it had been decided that course approval would be sought through AUSC, the Board of the Faculty of Arts, BUGS and AQSC in the course of September by post;
- (v) That the Unit would have a small intake, likely around 17 students in each year;

- (vi) That the new team would seek opportunities for both teaching and research collaborations across the Arts and Social Sciences.

(b) Sub-Faculty of Modern Languages (minute BFA.20/11-12 referred)

RECEIVED:

An oral update from the Head of the Sub-Faculty of Modern Languages on progress with establishing the Sub-Faculty.

REPORTED:

- (i) That the Head of the Sub-Faculty had three main objectives to achieve in the short-to-medium term:
  - 1. To build up and integrate Hispanic Studies;
  - 2. To build up and integrate the Sub-Faculty so that it presents research and teaching done across the Modern Languages and the Language Centre so that they directly address the different facets of the University strategy;
  - 3. To develop a footprint of language provision across the University.
- (ii) That Modern Languages would be returned to the REF as a single unit of assessment;
- (iii) That the Sub-Faculty structure would facilitate more intensive research collaboration conversations.

34/11-12 Membership and elections

(a) Appointment of the Chair of the Faculty of Arts

CONSIDERED:

The recommendation from the Vice-Chancellor that Professor Simon Swain serve as Chair of the Faculty Board for 2012/13 (Paper BFA.13/11-12, copy attached).

RESOLVED:

That Professor Simon Swain be reappointed as Chair of the Board of the Faculty of Arts for 2012/13.

(b) Board of the Faculty of Arts and its sub-committees

REPORTED:

- (i) That Professor Rebecca Earle be reappointed to the position as Deputy Chair of the Faculty;

- (ii) That Dr Chris Bilton would continue as Chair of the Arts Graduate Studies Committee for 2012/13;
- (iii) That Dr Cathia Jenainati would be Chair of the Arts Undergraduate Studies Committee for 2012/13

## CONSIDERED:

Nominations to the Board of the Faculty of Arts and its Sub-Committees for the academic year 2012/13 (Paper BFA.14/11-11, attached), together with a proposal for appointment to any vacancies in the Board's Committees to be approved by the Chair on behalf of the Board during the summer months.

## RESOLVED:

That the membership of the Board of the Faculty of Arts for the academic year 2012/13 be as follows, noting that any vacancies would be resolved by correspondence and reported to the Senate at its meeting in October 2012:

(iv) Board of the Faculty of Arts

Chair	Prof Simon Swain
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Deputy Chair	Prof Rebecca Earle
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The Vice-Chancellor	Prof Nigel Thrift
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*The Head and three other permanent full-time members of academic staff elected by and from each of the Departments of:*

English and Comparative Literary Studies	Prof Catherine Bates Prof Tony Howard Dr John Gilmore Mr Michael Hulse
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History	Prof Maria Luddy Prof Mark Knights Dr David Lambert Dr Roberta Bivens
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French Studies (Head and two other permanent full-time members of academic staff)	Professor Nick Hewlett Professor Seán Hand
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*The Head and one other permanent full-time member of academic staff elected by and from each of the Departments of:*

Classics and Ancient History	Prof Kevin Butcher Dr David Fearn
German Studies	Dr Helmut Schmitz Dr Jim Jordan
History of Art	Prof Michael Hatt Dr Louise Bourdua
Italian	Dr David Lines Dr Lorendana Polezzi
School of Theatre, Performance and Cultural Policy Studies	Prof Nadine Holdsworth Dr Tim White
Film and Television Studies	Dr Catherine Constable Dr Ed Gallafent
Head of the Sub-Faculty of Modern Languages	Prof Simon Gilson
Hispanic Studies	Prof Alison de Menezes
Yesu Persaud Centre for Caribbean Studies (Director)	Dr David Lambert
School of Comparative American Studies (Director)	Dr Roger Fagge
Undergraduate Studies Committee of the Board of the Faculty of Arts (Chair and five other permanent full-time members of the academic staff elected by and from the Undergraduate Studies Committee of the Faculty of Arts)	Dr Cathia Jenainati tbc tbc tbc tbc tbc
Graduate Studies Committee of the Board of the Faculty of Arts (Chair and three other permanent full-time members of academic staff elected by and from the Graduate Studies Committee)	Dr Chris Bilton Prof Rebecca Earle tbc
Language Centre	Mr Evan Stewart
Philosophy	Prof David Smith
Board of the Faculty of Science	Prof Chris McConville
Board of the Faculty of Social Science	Prof Andrew Reeve
Board of the Faculty of Medicine	Prof John Powell

Institute of Education Up to three co-opted members	Prof Jonothan Neelands Prof Jackie Labbe Dr David Lambert Teresa MacKinnon
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Undergraduate student member	Students' union to advise
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Postgraduate student member	Students' union to advise
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(iv) Undergraduate Studies Committee of the Board of the Faculty of Arts

Chair	Dr Cathia Jenainati
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Deputy Chair	tbc
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*One member from each of the teaching Departments within the Faculty:*

Classics and Ancient History	tbc
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School of Comparative American Studies	tbc
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English and Comparative Literary Studies	Dr Dan Katz
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Film and Television Studies	Dr Jon Burrows
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French Studies	tbc
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German Studies	tbc tbc
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Hispanic Studies	tbc
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History	Dr Mathew Thomson (tbc)
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History of Art	tbc
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Italian	tbc
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Philosophy	tbc
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Theatre and Performance Studies	tbc
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Language Centre Representative	Mr Evan Stewart
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One representative from the Board of the Faculty of Social Sciences	tbc
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One student representative	tbc (notified by Students' Union)
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(v) Graduate Studies Committee of the Board of the Faculty of Arts

Chair	Dr Christopher Bilton
Deputy Chair	Dr Rosie Dias
<i>One member from each of the teaching Departments within the Faculty:</i>	
Classics and Ancient History	Dr Zahra Newby
English and Comparative Literary Studies	Dr Emma Francis
Four representatives from the Departments of French Studies, German Studies, Italian Studies, Hispanic Studies and the Language Centre	Dr David Lines Dr Seán Allan Dr Katherine Astbury tbc
History	Professor Rebecca Earle
History of Art	Dr Rosie Dias
Film and Television Studies	Professor Stephen Gundle
Theatre and Performance Studies	Dr Nicolas Whybrow
Centre for Cultural Policy Studies	Dr Eleanora Belfiori
Chair of the Faculty Board, <i>ex officio</i>	Professor Simon Swain
School of Comparative American Studies	Dr Roger Fagge
Philosophy	Professor Bill Brewer
Centre for the Study of the Renaissance	Dr Maude Vanhaelen
One student representative	tbc (to be notified by Students' Union)

(vi) Faculty of Arts IT Committee

tbc (Chair)  
 Dr Tim White  
 Mr Robert O'Toole  
 Dr James Hodkinson  
 Dr Christoph Mick  
 Theresa MacKinnon  
 Mrs Christine Coe

(c) University-level Committees

CONSIDERED:

Nominations from the Faculty to serve on University Committees for the academic year 2012/13 (Paper BFA. 15/10-11 attached), together with a proposal for appointment or recommendation to any vacancies in these Committees to be approved by the Chair on behalf of the Boards during the summer months.

RESOLVED:

That the following representatives of the Faculty of Arts serve on the University Committee as indicated:

(i) The Board's representatives on the Faculty Boards

Science:	Prof David Morley
Social Sciences:	Prof Alison de Menezes
Medicine:	Dr Roberta Bivens

(ii) Board of Graduate Studies

Two academic representatives drawn from members of the Graduate Studies Committee of the Board and one postgraduate representative appointed by the Board from amongst the departments in the Faculty to serve on the Board of Graduate Studies:

Dr Chris Bilton (*ex officio*)  
Dr Rosie Dias  
TBC (to be notified by the Students' Union October 2012)

(iii) Collaborative, Flexible and Distributed Learning Sub-Committee of the Academic Quality and Standards Committee

Two representatives of the Faculty:

tbc  
Dr Rosie Dias

(iv) Health and Safety Committee

One member of the Faculty appointed by the Chair:  
Dr Milija Gluhovic

(v) Information Policy and Strategy Committee

One member from the Faculty:  
tbc

(vi) E-Learning Steering Group

Prof Mark Knights

(vi) Research Ethics Committee

One member of the Faculty:  
Dr Mathew Thomson

RECOMMENDED (to the Senate):

The following nominations for membership of University committees to represent the Faculty of Arts for 2012/13:

(i) Equality and Diversity Committee

Two representatives of the Faculty:

Dr Margaret Shewring  
Dr Emma Campbell

(ii) Undergraduate Appeals Committee Panel:

Members of academic staff from the Faculty of Arts appointed by the Senate on the recommendation of the Faculty Board

Classics	tbc
Comparative American Studies	tbc
English	Dr Dan Katz
Film and TV	Dr Helen Wheatley
French	Dr Jessica Wardaugh
German	Dr Jim Jordan
History	Dr Matthew Thomson
History of Art	Dr Louise Bourdua
Italian	Professor Simon Gilson
Theatre	Dr Tim White

(iii) Panel for the Committee on the Admissions of Students to Courses of Study

Up to two full-time members of academic staff from the Faculty of Arts:

Prof Nadine Holdsworth  
Dr Sarah Hodges

(iv) Investigating Committee into Cases of Suspected Cheating

Up to five members of academic staff from the Faculty:

Mr Michael Hulse  
Professor Kevin Butcher  
Dr Douglas Morrey (terms 2 & 3)  
Dr Alison Cooley  
Dr Matthew Thomson

(v) Graduate Appeals Committee Panel



Up to five members of academic staff from the Faculty:  
Dr Catherine Constable  
Prof Rebecca Earle  
Dr Daniel Orrells  
tbc

(d) Election of Board Members to the Senate

REPORTED:

- (i) That the Senate has six places for representative members of the Board of the Faculty of Arts appointed by the Board and that continuing representatives (with their term of appointment in brackets) are as follows:

Professor C Bates, English and Comparative Literary Studies (2013)  
Professor N Hewlett, French Studies (2014)  
Professor M Luddy, History (2014)  
Prof N Holdsworth, Theatre Studies (2013)  
Professor S Gilson, Italian (2014)

- (ii) That there is one vacancy on Senate for a representative member of the Board of the Faculty of Arts for the period 1 August 2012 to 31 July 2015 arising from the end of the term of office of Prof Seán Hand and that nominations from the Board for a replacement member were requested by email on 10 May 2012 to be submitted by 18 May 2012;
- (iii) That a nomination had been received from members of the Board for Prof Catherine Constable;
- (iv) That, in accordance with University regulations, the majority of the six Faculty representatives must be Professors and the majority must be Heads of Departments.

RESOLVED:

That, in accordance with University Regulation 2.2, the following representative of the Faculty of Arts be elected to serve as a representative on the Senate for the period 1 August 2012 to 31 July 2015.

Dr Catherine Constable	Associate Professor, Department of Film & TV Studies
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(e) Faculty Research Centres

CONSIDERED:

The appointment of Directors of the following Faculty Research Centres where the existing post-holders' terms of office have expired or will expire in 2012 (with end of term and extension dates in

brackets):

Centre for the Study of the Renaissance, Dr Maude Vanhaelen (2013).

Yesu Persaud Centre for Caribbean Studies, Dr David Lambert (2015)

35/11-12

Chair's Business

REPORTED:

- (a) Humanities Building Working Group update;
  - (i) That a Working Group had been formed to consider possible development of the Humanities Building;
  - (ii) That the group, Chaired by Prof Simon Swain, Prof Catherine Bates, Prof Simon Gilson, Prof Rebecca Earle, Prof James Tresilian and Chris Carrington were members of the group;
  - (iii) That the group would scope options for the Humanities Building with the Estates Office and would make a recommendation for a preferred way forward to CPARG in July 2012.
- (b) Humanities Research Centre Directorship vacancy (Paper BFA.17/11-12 copy attached)
  - (i) That the post of Director of the HRC had been circulated and the deadline was approaching;
  - (ii) That four people had currently expressed an interest.

36/11-12

Part-time degrees

RECEIVED:

An oral report from the Director of the Centre for Lifelong Learning on the part-time degrees offered by CLL.

REPORTED:

- (a) That CLL currently offered mature students the opportunity to study for part-time degrees, Foundation degrees, 2+2 degrees and a range of Open Studies certificates;
- (b) That the University's OFFA agreement set ambitious targets for widening participation and CLL could help achieve them through the degree programmes they offer;

- (c) That CLL would like to work in collaboration with more departments in the Faculty and Dr Lamburn would come to speak at departmental meetings in the Autumn term;
- (d) That the Centre's collaboration with English in particular had been very successful and had produced a clear feeding stream into their main degree programme;
- (e) That Dr Lamburn would prepare and circulate a paper on 2+2 degrees for departments in the Faculty to inform departmental discussion.

37/11-12

Teaching and Learning Review: Faculty Engagement

CONSIDERED:

- (a) The report of the Faculty of Arts Teaching and Learning Review Engagement Day (paper TLR.96/11-12, attached)
- (b) A paper from the Assistant Registrar (Institutional Review) on the outcomes of the Faculty Engagements (Paper BFA.18/11-12, attached)
- (c) A paper considered by the Steering Committee at its meeting on 14 May 2012 regarding the outcomes of the Faculty Engagement, (paper SC.339/11-12, attached)
- (d) A response to the outcomes of the Faculty Engagements from Teaching Quality, (paper AQSC.93/11-12, attached)
- (e) A response to the outcomes to the Faculty Engagements from the Academic Office, (paper AQSC.94/11-12, attached)
- (f) A response to the Faculty Engagements from the Senior Tutor, (paper AQSC.95/11-12, attached)
- (g) A response to the Faculty Engagements from the Director of IT Services, (paper AQSC.96/11-12, attached)
- (h) A response to the Faculty Engagements from the Director of Student Careers and Skills, (paper AQSC.97/11-12, attached)
- (i) A paper from the Assistant Registrar (Institutional Review) on the format for future reviews, together with a paper considered by Steering Committee on 14 May 2012 (BFA.19/11-12, and SC.340/11-12 attached)

REPORTED:

- (a) That the Faculty Engagement had been a positive step towards enabling the Faculty to think strategically as a whole about teaching and learning across the piece;

- (b) That the Teaching Review had been less successful overall at reflecting the tremendous enthusiasm for teaching felt across the Faculty;
- (c) That there was the need for the enhancement of the capacity of the Faculty Board and its sub-committees to focus on strategic developments and that this could be achieved through the enhancement of the existing sub-committees, feeding into further discussion at Faculty Board meetings;
- (d) That the ability of the sub-committees to focus on strategy could be achieved by enhancing the membership of particular meetings when items of a strategic nature were to be discussed;
- (e) That both of the teaching sub-committees tended to deal with business delegated to them rather than business being passed up to them for discussion from departments, noting that the latter would be advantageous;

(by the Chair of the Board of Graduate Studies)

- (f) That it would be crucial not to overlook PGT strategy, which would naturally fall between AUSC and AGSC;

(by the Chair)

- (g) That holding a joint meeting of AUSC and AGSC with enhanced membership to focus specifically on PGT issues would address this concern;
- (h) That these suggestions could be tested in Autumn term and further discussed at Faculty Board in November 2012, with a view to making changes if the Board felt this was necessary;
- (i) That the Board lent its support to the Board of the Faculty of Social Sciences on the issue of invigilation;

**RESOLVED:**

- (a) That Board supported the proposed format of future teaching reviews, providing that due attention was given to timing, noting that the coincidence of the 2012 Teaching Review and preparation for REF had been undesirable;
- (b) That the Board's sub-committees would test out a more strategic focus in the Autumn term and that the Faculty Board would discuss this further in November, with a view to moving to an alternative model if the Board deemed it necessary;
- (c) That the Chair of the Faculty of Arts would produce a Faculty Board response to the Faculty Engagement Report on behalf of the Board, responding to the comments raised by the Service Departments and clarifying any factual inaccuracies;

- (d) That the report of the Faculty of Arts Teaching and Learning Review Engagement Day (paper TLR.96/11-12) be approved as a record of discussion on the day.

38/11-12 Placement Learning Unit

RECEIVED:

An oral report from the Placement Learning Unit Manager and Arts Faculty PLU Officer on progress made to date and support available to staff and students across the Faculty.

REPORTED:

- (a) That the Unit was set up in February 2012 with a remit to promote work experience to students to enhance their employability after graduation;
- (b) That the Unit was working to change the attitude held amongst many students that a degree alone would secure them a good job;
- (c) That the Unit could help source placements but was unable to match students to them;
- (d) That once a student had secured a placement, staff within the Unit would work with them to ensure they get the most out of the experience;
- (e) That the Faculty had a dedicated Placements Officer (Kimberley Counsell) who had already been to talk to staff and students in departments across the Faculty;
- (f) That departments often held detailed information on placements in specialist areas and that the Unit was encouraging the sharing of this information.

39/11-12 Learning and Teaching Strategy

REPORTED:

- (a) That a revised Learning and Teaching Strategy was in the process of being developed in light of the refreshed Vision 2015 and the outcomes of the Institutional Review and that the teaching sub-committees of the Faculty in their proposed strategic mode would review the draft Strategy on behalf of the Faculty Board;
- (b) That the Faculty enthusiastically anticipated discussion of the Learning and Teaching Strategy.

40/11-12 Warwick Community Agreement

REPORTED:

- (a) That at its meeting on 2 February 2012 the Academic Quality and Standards Committee resolved that a small Group be formed to develop a statement setting out the mutual roles and responsibilities of students and the University but that this should not be called a 'Student Charter'.
- (b) That subsequently AQSC's decision was reported to the Steering Committee at its meeting on 13 February and this approach was endorsed. In particular there was a view that being able to frame the relationship between student and staff in terms of a partnership at as early a stage as possible would be welcome and could mitigate against the perception of a student as consumer.
- (c) That a Working Group including staff and student representation had been convened and was in the process of finalising an initial draft of the document for consultation which was titled the Warwick Community Agreement.
- (d) That the sub-committees of the Faculty in their proposed strategic mode would also consider the draft of the Warwick Community Agreement.

41/11-12      Research Centre Guidelines

CONSIDERED:

A paper from the Head of Governance on the provisional Research Centre Guidelines (Paper BFA.16/11-12).

REPORTED:

- (a) That suggested revisions would be considered by Research Committee at their next meeting;
  - (b) That the final Guidelines would be recommended to the Senate for approval at its meeting on 4 July 2012;
- (by the Chair)
- (c) That there would be intellectual, as well as financial, benefits to the revised guidelines.

42/11-12      Student Representatives' Issues

RECEIVED:

- (a) A written statement from the Undergraduate Representative on current UG issues across the Faculty;
- (b) An oral report from the Postgraduate representative on current PG issues across the Faculty.

REPORTED:

- (a) That all of the undergraduate issues raised could be dealt with by the SSLC Staff Convenor and the Secretariat would pass the comments on;
- (b) That a Postgraduate Association had recently been formed in the Faculty;
- (c) That there was general contentment in the postgraduate community.

43/11-12      Arts Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 11 May 2011 (Paper BFA.20/11-12, attached).

44/11-12      Arts Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Faculty held on 17 May 2011 (Paper BFA.21/11-12, attached).

45/11-12      Arts Faculty Research Committee

RECEIVED:

The minutes of the meeting of the Arts Faculty Research Committee held on 9 March 2011 (Paper BFA.22/11-12, attached).

46/11-12      Items for Discussion at Senate

RESOLVED:

That the following items be reported at the next meeting of the Senate:

- (a) Hispanic studies
- (b) Sub-Faculty of Modern Languages
- (c) Teaching and Learning Review: Faculty Engagement response