

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 1 June 2011 in Ramphal 03/04.

J F Baldwin
Registrar

Notes

Questions on agenda items or apologies for this meeting should be sent to artsfacultyboard@warwick.ac.uk.

The agenda is divided into two sections: items for consideration by the Committee, and items recommended for report without further discussion. All papers are available electronically from: <https://files.warwick.ac.uk/boardofarts/browse#>

AGENDA

Items for discussion

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 9 February 2011 (copy attached).

2. Matters Arising on the Minutes

- (a) Undergraduate fees, access and student experience from 2012 (minute 19/10-11 refers)

TO RECEIVE:

An oral update from the Chair on the access agreement submitted to OFFA for approval for fees, access and student support from 2012.

- (b) Refreshed University Strategy (minute 25/10-11 refers)

TO RECEIVE:

An oral update from the Chair on the implementation of the refreshed Vision 2015 Strategy approved by the Council in February 2011.

3. Membership and elections

- (a) Secretariat

TO REPORT:

That Dr Laura Meadows has replaced Ms Laura du Plessis as Secretary to the Board of the Faculty of Arts, that Ms Carolyn Evans has replaced Ms Kimberley Eccleston as Assistant Secretary (Undergraduate) and that Mr Robert Horton continues as Assistant Secretary (Postgraduate) for 2011/12.

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

TO CONSIDER:

- (i) The recommendation to the Board from the Vice-Chancellor on the Chair of the Faculty for the academic year 2011/12 (Paper BFA.13/10-11, copy attached);
- (ii) Nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2011/12 (Paper BFA.14/10-11, copy attached);
- (c) University-level committees

TO CONSIDER:

Nominations on appointments for individuals to represent the Faculty on University committees for the academic year 2011/12 (Paper BFA.15/10-11), copy attached;

- (d) Election of Board Members to the Senate

TO REPORT:

- (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 Catherine Bates (2013)
Dr Jon Burrows (2012)
Professor Sean Hand (2012)
Dr Nadine Holdsworth (2013)
Professor Simon Swain (2013)
- (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 2011 to 31 July 2014 arising from the end of the term of office of Dr Nick Hewlett and that nominations from the Board for a replacement member were requested by email on 3 May 2011 to be submitted by 23 May;
- (iii) That a nomination had been received from members of the Board for Professor Maria Luddy;
- (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.

TO CONSIDER:

In accordance with University Regulation 2.2, the election of one member of the Senate from the membership of the Board of the Faculty of Arts for 2011/12 to serve for the period 1 August 2011 to 31 July 2014.

- (e) Directors of Faculty Centres

TO CONSIDER:

The appointment of Directors of the following Faculty Centres where the existing post-holders' terms of office have expired or will expire in 2011 (with end of term and extension dates in brackets):

Comparative American Studies, Dr Tim Lockley (2011) to be replaced by Dr Roger Fagge (2014)
Centre for Cultural Policy Studies, Dr Chris Bilton (2014);
Centre for the Study of the Renaissance, Dr Penny Roberts (2012).

4. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following:

- (a) Activities in the Faculty to assess and respond to the impact of higher undergraduate tuition fees from 2012, including the appointment of an Impact Officer;
- (b) Space and accommodation.

5. Development of academic language provision and translation studies (minute 32/09-10 refers)

TO CONSIDER:

A paper setting out considerations for the future development of academic language provision and translation studies within the Faculty (paper BFA.16/10-11 with appendices ARC.65/10-11 and ARC.66.10-11, copies attached).

6. Course Proposal

TO CONSIDER:

A preliminary outline for a proposed BA course in Liberal Arts for introduction from October 2012 (paper BFA.17/10-11, copy attached).

7. Arts Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 11 May 2011 (Paper BFA.18/10-11, copy attached).

8. Arts Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 17 May 2011 (Paper BFA.19/10-11, copy attached).

9. Student Representatives' Issues

TO RECEIVE:

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

10. Arts Faculty Research Committee

TO RECEIVE:

The minutes of the meeting of the Arts Faculty Research Committee held on 9 March 2011 (Paper BFA.20/10-11, copy attached).

11. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

12. Any Other Business

Items to report without discussion

13. Progress of Board recommendations through higher committees

Yesu Persaud Centre for Caribbean Studies (minute 22/10-11 refers)

TO REPORT:

That, at its meeting on 16 March 2011, the Senate resolved that the proposed amendments to the constitution of the Centre for Caribbean Studies be approved as set out in paper S.29/10-11 and as follows (deletions ~~struck through~~, additions underlined):

(a) THE DIRECTOR

- (i) The Director of the Centre shall be appointed by the Board of the Faculty of Arts on the nomination of the Head of the Department of ~~History~~ English and Comparative Literary Studies following consultation with the membership of the Centre for a period of three years.
- (ii) The Director shall be responsible to the Advisory Board for the planning and direction of the work of the Centre.

(b) MANAGEMENT COMMITTEE

There shall be a Management Committee of the Centre consisting of:

- (i) the Director of the Centre;
- (ii) the Head of the Department of ~~History~~ English and Comparative Literary Studies;
- (iii) three members of academic staff of the University involved, in or associated with, the work of the Centre, the creation of new projects and related applications for funding, the allocation of discretionary funds and all other matters relevant to the Centre.

(c) ADVISORY BOARD

There shall be an Advisory Board of the Centre consisting of:

- (i) The Chair, normally external to the University;
- (ii) The Director of the Centre;
- (iii) The Head of the Department of ~~History~~ English and Comparative Literary Studies;

- (iv) Three members of the Management Committee;
- (v) Such other persons as qualified by their professions, accomplishments or interests to advance the work of the Centre, as may be appointed from time to time. External members shall serve for three years, and appointments may be renewable.

(unconfirmed Senate minute S.xx/10-11)

14. Annual course review reports 2009/10

TO REPORT:

That summary Faculty undergraduate and postgraduate annual course review reports 2009/10 were considered by Faculty Undergraduate and Graduate Studies Committees at their meetings on 2 February 2011 and 1 February 2011/17 May 2011 respectively and submitted to the Board of Undergraduate Studies (BUGS) and Board of Graduate Studies (BGS).

(a) Undergraduate reports

TO REPORT:

That, at its meeting on 23 February 2011, BUGS considered (*inter alia*) summary reports of the Undergraduate annual course review reports submitted by departments in the Faculties of Arts, Science and Social Sciences and, of particular relevance to the Faculty of Arts, resolved:

- (i) That the Chair be asked to write to the Senior Tutor to bring to his attention students' concerns in relation to the allocation of personal tutors for students on joint degrees;
- (ii) That it be noted that the Board supported the idea of universal electronic submission of assessed work and the ongoing development work by IT Services regarding online marking and feedback facilities should further encourage this;
- (iii) That the points raised about wireless access in the Humanities Building be referred to the Director of IT Services and Estates for their consideration;
- (iv) That the Chair be asked to consult with the Pro Vice-Chancellor (Education and Student Experience) concerning the points raised about contact hours, particularly in the Faculty of Arts;
- (v) That the Chair be asked to consider the current guidelines relating to peer assessment and whether there is a need for the Board to consider this issue further.

(minute BUGS 14/(a)-(h)/10-11 refers)

(b) Postgraduate reports

TO REPORT:

That, at its meetings on 24 February 2011, BGS considered (*inter alia*) summary reports from the Faculties of Arts, Science and Social Sciences and, of particular relevance to the Faculty of Arts, reported:

- (i) That standard issues were reported, notably difficulties in accessing funding, difficulties in accessing space (office, study) and issues surrounding completion and progression;

- (ii) That departments should be asked in their next report to comment on their ability to meet the University's goal of doubling the number of postgraduate research students outlined in the refreshed University Strategy;
- (iii) That the summary PGT annual course review reports prepared by each of the Faculty Graduate Studies Committees were due for the meeting of the Board on 9 June 2011.

15. SSLC Coordinators' Annual Reports

(a) Undergraduate report

TO REPORT:

That, at its meeting on 23 February 2011, BUGS considered the Undergraduate Student-Staff Liaison Committee Annual Report 2010 (paper BUGS 10/10-11) and resolved:

- (i) That the Chair be asked to consult with the Pro Vice-Chancellor (Education and Student Experience) concerning points raised regarding feedback to students, with a view to the Institute of Advanced Teaching and Learning (IATL) being asked to provide further guidance or training to staff regarding feedback;
- (ii) That the Chair be asked to write to the Senior Tutor in relation to the further promulgation of the Personal Tutor guidelines with a view to exploring how members of academic staff might be incentivised to fully comply with the expectations set out in these guidelines.

(b) Postgraduate report

TO REPORT:

That, at its meeting on 24 February 2011, BGS received a report from the Education Officer on 2009/10 Postgraduate Student Staff Liaison Committee (paper BGS 39/10-11) and resolved:

- (i) That the Board fully endorsed University policy on providing feedback, noting the expectations that work with feedback should be returned within four weeks;
- (ii) That SSLCs be reminded to invite representatives from Student Careers and Skills to the their meetings

And recommended:

- (iii) That the issue of accommodation contracts for students wishing to undertake a period placement or study abroad be looked into by the Pro Vice-Chancellor (Student Experience).

(Minute BGS 63(a) to (k)/10-11
refers)