

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts on Wednesday 8<sup>th</sup> February at 2.30 pm in the Council Chamber, University House.

CE Charlton  
University Secretary

**Notes: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Board, Becky Lees (r.e.lees@warwick.ac.uk).**

**AGENDA**

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 26<sup>th</sup> October 2005 (copy attached).

2. Matters Arising on the Minutes

OSIS-Type Funding (minute 3(b)/05-06 refers)

TO RECEIVE:

An oral report from the Chair of the Board on OSIS-type income under the new financial system.

3. Chair's Action

(a) Changes to the Membership of Committees

(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 changes to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Arts:

- (A) The nomination of Professor E Carter to serve as the representative of the Department of German Studies for Term 2, replacing Mr S Lamb who would serve for Terms 1 and 3.

- (B) The nomination of Mr J Arroyo to serve as the representative of the Department of Film and Television Studies for terms 2 and 3, replacing Dr R Moseley.

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

TO REPORT:

- (A) That Ms E Levitt had been elected by the Students' Union to serve as postgraduate representative to the Graduate Studies Committee of the Board of the Faculty of Arts.
- (B) That the Chair, acting on behalf of the Board, had approved the nomination of Dr R Moseley to serve as the representative for the Department of Film and Television Studies for terms 2 and 3, replacing Prof R Dyer.

(iii) Board of the Faculty of Arts

TO REPORT:

- (A) That the Chair, acting on behalf of the Board, had approved:
  - (I) The deletion of Dr S Haigh as one of the representatives of the Department of French Studies, noting that a replacement would not be found.
  - (II) The nomination of Prof R Dyer to represent the Department of Film and Television Studies for terms 2 and 3, replacing Prof G Vincendeau.
- (B) That Ms E Levitt had been elected by the Students' Union to serve as postgraduate representative to the Board.

(b) Directors of Research Centres

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the change in Directorship of the Centre for the Study of the Renaissance from Prof J Gardner to Prof S Hindle with effect from September 2005.

4. Chair's Business

(a) Warwick in Asia

TO RECEIVE:

(i) An oral report from the Chair on the open forum held on 9 December 2005.

(ii) An oral report from the Chair on the current position with discussions over Warwick in Asia.

(b) Faculty Accommodation

TO RECEIVE:

An oral report from the Chair on Faculty accommodation developments.

(c) Research in the Faculty

TO RECEIVE:

An oral report from the Research Development Manager for the Faculty of Arts to update the Board on research within the Faculty.

5. Education Innovation Fund

TO REPORT:

(a) That, following the first round of bids, awards were made to eight projects as set out in paper AQSC 78/05-06 (copy attached).

(b) That the Guidelines for Applicants and the Application Form have been slightly amended and re-published on the Teaching Quality website ([www.warwick.ac.uk/go/teachinginnovation](http://www.warwick.ac.uk/go/teachinginnovation)) for the second round of bids, which has a deadline of 3 March for Expressions of Interest (to be followed by full applications by 17 March).

6. Advisory Board of the Faculty of Arts

TO RECEIVE:

An oral report from the Chair on the meeting of the Advisory Board to the Faculty of Arts held on 17<sup>th</sup> November 2005.

TO REPORT:

That the date of the next meeting of the Advisory Board to the Faculty of Arts would be 9th February 2006.

7. Careers Service

TO CONSIDER:

A report on strategic developments in the Careers Service including Destinations of Leavers of HE (DLHE), the HEIF funded Work Experience Project and employer events and student engagement (SC. 91/05-06, copy

attached), noting that the Steering Committee at its meeting on 21 November 2005 resolved:

- (a) That there was a need to address the issue of low attendance of students at employer recruitment events.
- (b) That assessment of employers' stated requirements and expectations of graduates and translation of those requirements into the curriculum was an important issue for the University to address and was an appropriate topic for the Faculty Boards to review.

8. CETLs: Bids for Additional Capital Funding

TO RECEIVE:

An oral report from Professor J Bate, along with a paper (SC 107/05-06, attached) on the draft University submission to the HEFCE for the release of its indicative allocations of additional capital funding for the CAPITAL Centre and the Reinvention Centre for Undergraduate Education.

9. Periodic Review and Quinquennial Departmental Review Processes

TO RECEIVE:

A paper detailing the changes to the operation of the University's arrangements for the conduct of Periodic and Quinquennial Reviews of academic departments (paper to be tabled).

10. Graduate School Issues

TO RECEIVE:

An oral report from the Chair of the Board of Graduate Studies and the Assistant Registrar (Graduate School) on Graduate School issues.

11. Annual Course Review and SSLC Annual Report

TO CONSIDER:

The 2004/05 summary reports on the Annual Course Reviews for:

- (a) Undergraduate courses (paper AUSC18/05-06 {revised}, attached);
- (b) Postgraduate taught courses (paper AGSC 11/05-06 {revised}, attached);
- (c) Postgraduate research courses (paper AGSC 12/05-06 {revised}, attached),

along with the reports on the operation of the SSLC system during 2004/05 prepared by the SSLC Co-ordinators:

- (d) Undergraduate Annual Report from the SSLC Co-ordinators (paper AQSC 23/05-06, attached);
- (e) Postgraduate Annual Report from the SSLC Co-ordinators (paper AQSC 24/05-06, attached),

noting that AQSC at its meeting on 16 November 2005, after considering the SSLC summary reports resolved:

- (f) That it be noted that issues raised in respect of the Library provision were being taken forward by the Librarian and the Education Officer of the Students' Union;
- (g) That the Chair of the AQSC write to departments emphasising the importance of providing detailed and constructive comments to students on their coursework, it being noted that feedback was an area where institutions had generally performed less well in the 2005 National Student Survey;
- (h) That it be noted that communication and the management of expectations were key factors in student views of the quality of feedback;
- (i) That all personal tutors should have publicised office hours during term time, regardless of where they live, and that the Chair should draw this to the attention of Heads of Department;
- (j) That an overview report on the personal tutor system be considered by the AQSC in the Spring term;
- (k) That the recommendation in respect of the overcrowding of some lecture and seminar rooms be brought to the attention of the central timetabling team rather than departments;
- (l) That it be noted that, contrary to the impression given in the reports, SSLC representatives are routinely invited to departmental meetings in some of the named departments and that the SSLC Annual Report form be amended to reflect this;
- (m) That the SSLC Coordinators pass on a number of recommendations to the Campus Life Committee;
- (n) That SSLC Academic Convenors be informed about student mentoring schemes being developed across the University.

## 12. Report from the Undergraduate Studies Committee

TO RECEIVE:

The minutes of the last meeting of the Undergraduate Studies Committee (paper BFA 6/05-06, attached).

13. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the last meeting of the Graduate Studies Committee (paper BFA 7/05-06, attached).

14. Periodic Review of Courses in the Department of Classics

TO CONSIDER:

The response to the report on the periodic review of courses in the Department of Classics (paper BFA 8/05-06, attached), and the TQI template summary (paper BFA 9/05-06, attached) noting:

- (a) That the Board of Undergraduate Studies at its meeting on 9 November 2005 approved the report on the periodic review of courses in the Department of Classics (paper BFA 2/05-06, previously attached).
- (b) That the Board of Graduate Studies at its meeting on 10 November resolved that the department be requested to provide a formal response to the report, noting that the Board would then reconsider the report together with the response.

15. National Student Survey 2006

TO REPORT:

That the Steering Committee at its meeting on 16 January 2006 considered a paper prepared by the Senior Assistant Registrar (Teaching Quality) and the Administrative Officer (Teaching Quality) on the University's proposed strategy for the conduct and operation of the 2006 National Student Survey (NSS) within the University, paper SC.161/05-06, together with oral reports from the Pro-Vice-Chancellor (Teaching and Learning) and the President of the Union of Students, reported that the University of Edinburgh had opted to participate in the 2006 NSS, and resolved:

- (a) That, in light of the discussions raised in paper SC.161/05-06 and in discussion at the meeting, the University neither publicise the 2006 NSS nor encourage participation by eligible students in the survey.
- (b) That the draft University email communique to be sent to all eligible students in advance of the initial contact by Ipsos MORI be revised in line with (a) above prior to dissemination.

16. Postgraduate Admissions Criteria

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 resolved that a working party be established to consider postgraduate admissions criteria and processes and that one member from each Faculty be

nominated to serve on the working party, noting that Prof C Read (History) had since been nominated to serve on working party on behalf of the Board of the Faculty of Arts.

17. Items for Discussion at the Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

18. Any Other Business