

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 11th November 2009 in the Council Chamber, University House.

J F Baldwin
Registrar

Notes:

Questions on agenda items or apologies for this meeting should be sent to the Secretary to the Board, Laura du Plessis on 23773 or artsfacultyboard@warwick.ac.uk

Items labelled # are matters for Board to receive without further discussion being required. Members of the Board may, however, ask for any item to be discussed by notifying the Secretary in advance of the meeting.

AGENDA

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.

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 27 May 2009 (copy attached).

3. Matters Arising on the Minutes

- (a) Membership of the Board of the Faculty of Arts for the academic year 2009/10 (minute 51/08-09 refers)

TO RECEIVE:

A paper listing the membership of the Board for the academic year 2009/10 (Paper BFA.1/09-10 (revised), copy attached).

- (b) Centre for Translation and Comparative Cultural Studies (CTCCS) (Minute BFA.38(a)/08-09 refers)

TO REPORT:

That the Senate, at its meeting on 17 June 2009, considered a report from the Board of the Faculty of Arts (S.40/08-09) and its resolutions and recommendations on the disestablishment of CTCCS, together with an oral report from the Chair of the Faculty and resolved:

- (i) That the Centre for Translation and Comparative Cultural Studies be disestablished from the end of the 2008/09 academic year.
- (ii) That the Deputy Vice-Chancellor, the Chair of the Board of the Faculty of Arts and the Chair of the Board of Graduate Studies continue with discussions with the aim of ensuring that:
 - (A) Arrangements are confirmed to enable all students currently enrolled within CTCCS to complete their programmes, and;
 - (B) Where possible, those activities previously located within CTCCS which are academically and financially viable are able to continue.
 - (C) That the Board of the Faculty of Art's wish for an appropriate means to ensure that Translation Studies as a discipline continues to have a visible and interdisciplinary future within the Faculty be noted, further noting the likelihood that the Board may bring forward proposals in this regard for consideration by the Senate during the 2009/10 academic year.
 - (D) That any consequential changes to the University governing instruments as a result of this decision be brought forward to a future meeting.

TO RECEIVE:

An oral report from the Chair on the process and timetable for the Board of the Faculty of Arts to consider proposals for an appropriate means to ensure that Translation Studies as a discipline continues to have a visible and interdisciplinary future within the Faculty and to make recommendations to the Senate during the 2009/10 academic year.

- (c) #Progress of Committee recommendations

TO REPORT:

- (i) That the Board of Undergraduate Studies, at its meeting on 3 June 2009 resolved that the following new courses be approved:
 - (A) Department of Classics and Ancient History
A proposal for a new course 'BA in Classical Civilisation with Study in Europe' (Paper AUSC.127/08-09) for introduction in October 2010;
 - (B) Centre for Lifelong Learning
A proposal for a new course 'BA in Humanities' (paper AUSC.128/08-09) for introduction in October 2009.

(ii) Centre for Cultural Policy Studies

That the Chair of the Board of Graduate Studies, on behalf of the Board, had approved the proposal from the Centre for Cultural Policy Studies to amend the start date of the Course 'PhD in Creative Industries' as outlined in Paper AGSC.46/08-09.

4. Management Structures, Governance and Decision Making

TO RECEIVE:

A presentation from Yvonne Salter Wright, Head of Governance Services, on current Academic and Administrative Management and Committee Structures at the University and the Constitutional Advisory Group.

5. #Freedom of information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary (of the Steering Committee) on request.

6. #Course Proposals

TO REPORT:

- (a) Department of English and Comparative Literary Studies Undergraduate Studies Committee

That, at its meeting on 21 October 2009, the Undergraduate Studies Committee of the Board of the Faculty of Arts recommended to the Board of Undergraduate Studies that a new Open Studies Certificate Course entitled 'Shakespeare Summer School: Performing Shakespeare's Venice' for introduction in July 2010 (Paper AUSC.7/09-10) be approved.

- (b) Department of Philosophy

That, at its meeting on 27 October 2009, the Graduate Studies Committee of the Board of the Faculty of Arts recommended to the Board of Graduate Studies that a proposal from the Department of Philosophy to amend the modules available on the course 'MA in Philosophy and Literature' (Paper AGSC.47/08-09) be approved.

7. #Annual Course Review (minute BFA38(d)/08-09 refers)

TO REPORT:

- (a) That at the meeting of the Board of Graduate Studies on 15 October 2009:
- (i) It was reported that, at its meeting on 30 April 2009, the Board considered the composite annual PGR review report prepared by the Graduate Studies Committee of the Faculty of Science (paper SGS 13/08-09.m) and resolved that comments raised by the Department of Chemistry relating to the accuracy of centrally held data be thoroughly investigated, it being noted that it was the view of the Secretary that a central dataset should be provided to departments for comment within Annual Review and research would be undertaken into the feasibility of this being provided for PG Annual Course Review with a view to a report being brought back to the next meeting of the Board;
 - (ii) The Board considered a paper from the Administrative Officer (Graduate School) setting out the findings of an investigation into the Department of Chemistry's concerns by the Academic Office (paper BGS 3/09-10);
 - (iii) The Board resolved that the paper be approved, it being noted that:
 - (A) The Board noted the different census dates required for the production of Academic Statistics and for the summary data included within annual course report forms;
 - (B) The Board felt that possible inconsistencies in data across different tables in the Academic Statistics be explored further;
 - (C) The annual course review report form be reworded in order to clarify the requirement for reflection on departmental trends in key areas, rather than simply focussing on raw data.(unconfirmed BGS minute 9(b)/09-10 refers)
- (b) That, at its meeting on 3 November 2009, the Academic Quality and Standards Committee (AQSC) proposed that the request from the Board of Graduate Studies to reword the annual course review report form to clarify the requirement for reflection on departmental trends in key areas, rather than simply focussing on raw data, be taken forward as part of the overall review of the annual course review system, and that during the current academic year, Faculty Committee Secretariats be asked to encourage departments to reflect on trends in key areas when conducting annual course reviews.
- (c) That the Secretary of AQSC has invited Faculty Committee Secretariats and Chairs to reflect on the method of producing Faculty Annual Course Review summary reports, and has suggested that summary reports highlight significant issues/areas of good practice identified by Faculty Committees from individual departmental reports/themes arising from a number of reports.
- (d) That forms to complete are available to download from:
<http://www2.warwick.ac.uk/services/quality/categories/review/ugpqt>
- (e) That the deadlines for the submission of Annual Course Review reports in 2009/10 are as follows:
- (i) Undergraduate Annual Course Review Reports by 1 December 2009;
 - (ii) Postgraduate Research Annual Course Review Reports by 4 January 2010 (though the Postgraduate Studies Committee of the Board of the Faculty of

- Arts will accept submission of the reports to the Assistant Secretary up to 12 January 2010);
- (iii) Postgraduate Taught Annual Course Review Reports by 12 March 2010.

8. #Teaching & learning policy issues

TO REPORT:

That the Steering Committee, at its meeting on 2 November 2009, considered a report from the Pro-Vice-Chancellor (Academic Resourcing) and the Acting Senior Assistant Registrar (Teaching Quality) providing an update on the King's-Warwick project, the national debate on quality and standards, undergraduate degree classification conventions and Warwick's Centres for Excellence in Teaching and Learning (SC.44/09-10) and resolved:

- (a) That the University's degree classification conventions must be robust and should be comparable with other similar institutions and broadly in line with QAA expectations.
- (b) That the Pro-Vice-Chancellor (Student Experience) bring forward recommendations for QAA auditors from the University for consideration at a future meeting, noting that the deadline for submission of nominations to the QAA was 27 November 2009.

9. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following:

- (a) Strategic Departmental Reviews (minute BFA46/08-09 refers)
- (b) Faculty accommodation (minute BFA41(a)/08-09 refers)
- (c) Stratford Education Resource Initiative (minute BFA41(b)/08-09 refers)
- (d) Library re-structure
- (e) Strategic partnerships

10. Network Replacement Project for Campus and Residential Accommodation

TO CONSIDER:

A memo from Neil Hunt, ITS Project Manager, outlining plans for the replacement of the campus computer network and requesting nominations for Faculty/departamental points of contact (Paper BFA.2/09-10, copy attached)

11. Arts Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 21 October 2009 (Paper BFA.3/09-10, copy attached).

12. Arts Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 27 October 2009 (Paper BFA.4/09-10, copy attached).

13. Advisory Board to the Faculty of Arts

TO RECEIVE:

The minutes from the meeting of the Advisory Board of the Faculty of Arts held on 28 October 2009 (Paper BFA.5/09-10, copy attached)

14. Arts Faculty Research Committee

TO REPORT:

That the next meeting of the Arts Faculty Research Committee will take place on Wednesday 2 December 2009 at 2pm.

15. Student Representatives' Issues

TO RECEIVE:

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

16. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

17. #Dates of 2009-10 Committee Meetings

TO REPORT:

- (a) That the remaining dates of the Board's meetings for the academic year 2009-10 are as follows:

Wednesday 10 February 2010, 14.30, Ramphal 03.04
Wednesday 2 June 2010, 13.30, Ramphal 0.12

- (b) That the deadlines for submission of items for the meetings are as follows:

Wednesday 27 January 2010
Wednesday 19 May 2010

18. Any Other Business