

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts at 2.30pm on Wednesday 13<sup>th</sup> February 2008 in the Council Chamber, 1<sup>st</sup> Floor, University House.

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](mailto:jill.shaw@warwick.ac.uk)**

## A G E N D A

### 1. Minutes

#### TO CONSIDER:

The minutes of the meeting of the Board held on 7<sup>th</sup> November 2007 (copy attached).

### 2. Matters Arising on the Minutes

#### Progress of Committee recommendations

#### TO REPORT:

#### (a) MA in Global History (Minute BGS57(a)/07-08 refers)

That the Board of Graduate Studies, at its meeting on 17 January 2008, had approved a proposal from the Department of History for a new course 'MA in Global History' for introduction in October 2008 as set out in Paper AGSC.6/07-08 (revised) (noting that the revised proposal includes the course specification) subject to receipt of a Part 2 form;

#### (b) BA History of Art: Part-time degree (Minute AQSC.4/07-08 refers)

That the Academic Quality and Standards Committee, at its meeting on 24 October 2007, reported that the Chair [of the Academic Quality and Standards Committee] took action since the last meeting of the Committee to approve a proposal from the Department of the History of Art to introduce a part-time variant of the BA in History of Art, Paper AUSC.16/06-07, it being noted that the Chair was acting in place of the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee.

### 3. Chair's Action

#### Committee Membership

#### TO REPORT:

#### (a) Board of the Faculty of Arts

That the Chair, acting on behalf of the Board, had approved the nomination of Dr H Schmitz to serve as a representative of the Department of German Studies;

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

That the Chair, acting on behalf of the Board, had approved the following additions and amendments to the membership of the Undergraduate Studies Committee:

- (i) The nomination of Mr J Arroyo to serve as Chair of the Committee;
- (ii) The nomination of Dr S Gilson to serve as Deputy Chair of the Committee;
- (iii) The nomination of Dr J Jordan to serve as the representative of the Department of German Studies.

(c) Student Representative

That Mr M Shaw had been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee;

(d) Collaborative, Flexible and Distributed Learning Sub-Committee

That the Chair, acting on behalf of the Board, had approved the nomination of Dr S Jestrovic to serve on the Collaborative, Flexible and Distributed Learning Sub-Committee;

(e) Faculty Representatives on University Committees

That the Steering Committee, at its meeting on 17th December 2007, resolved (on behalf of the Senate) that the following appointments to University Committees be approved:

- (i) The appointment of Dr L Campbell and Professor N Hewlett for terms 2 and 3, and the appointment of Dr B Kumin for term 3, as representatives of the Faculty of Arts to the Undergraduate Appeals Committee Panel for 2007/08;
- (ii) The appointment of Dr G Frith for terms 2 and 3 as a representative of the Faculty of Arts to the Graduate Appeals Committee Panel for 2007/08;
- (iii) The appointment of Dr G Thomson and Mr M Hulse for terms 2 and 3 as representatives of the Faculty of Arts to the Investigating Committee into Cases of Suspected Cheating for 2007/08.

TO RECEIVE:

(f) Committee Membership for 2008/09

The composition of the Board of the Faculty of Arts, its Committees, and representation of the Board and Faculty on University Committees (Paper BFA6/07-08, copy attached), noting that nominations for committee membership for 2008/09 would be sought ahead of the next meeting of the Board.

4. Chair's Business

TO RECEIVE:

An oral report from the Chair on:

- (a) The reduction in fees for Arts Faculty students on taught MA courses and student recruitment;
- (b) Teaching Enhancement Working Group;
- (c) Café Humanities;
- (d) Faculty Accommodation;

5. Course Proposals

TO REPORT:

- (a) That the Undergraduate Studies Committee, at its meeting on 30<sup>th</sup> January 2008 resolved that the proposal from the Department of French Studies for a new course 'French with Theatre Studies' for introduction in October 2008 (Papers AUSC.20/07-08(revised), AUSC.28-30/07-08), be recommended for approval to the Board of Undergraduate Studies;
- (b) That the Graduate Studies Committee, at its meeting on 31<sup>st</sup> January 2008 resolved that the proposal from the Centre for Translation and Comparative Cultural Studies for a new course 'MA in Comparative Cultural and Media Studies' for introduction in October 2008 (Papers AGSC13-15/07-08) be recommended for approval to the Board of Graduate Studies, subject to minor amendments.

6. Amendment of modules available to French Studies undergraduates in their first year

TO REPORT:

That the Undergraduate Studies Committee, at its meeting on 30<sup>th</sup> January 2008, resolved that the proposal from the Department of French Studies requesting an amendment of the modules available to French Studies undergraduate students in their first year (Paper AUSC 31/07-08) be recommended for approval to the Board of the Faculty of Arts, subject to clarification of whether the Philosophy module PH122 is available to students outside the Philosophy department.

TO CONSIDER:

A memorandum from the Department of French Studies requesting an amendment of the modules available to French Studies undergraduate students in their first year (Paper AUSC 31/07-08, copy attached).

7. Proposal for the Department of French Studies to move to an 8-unit classification of degree

TO REPORT:

That the Undergraduate Studies Committee, at its meeting on 30<sup>th</sup> January 2008, resolved that the proposal from the Department of French Studies to move to an 8-unit classification of degree (Paper AUSC 36/07-08) be recommended for approval to the Board of the

Faculty of Arts, Board of Undergraduate Studies and Academic Quality and Standards Committee.

TO CONSIDER:

A proposal from the Department of French Studies to move to an 8-unit classification of degree (Paper AUSC 36/07-08, copy attached).

8. AHRC Block Grant Partnership Scheme and AHRC 2008 Competition

TO RECEIVE:

An update from the Chair of the Board of the Faculty of Arts and the Chair of the Graduate Studies Committee on the AHRC Block Grant Proposal Scheme and AHRC 2008 Competition.

9. Proposed Guidelines for the consideration of special case evidence by Boards of Examiners

TO CONSIDER:

A memorandum from the Deputy Chair regarding proposed guidelines for the consideration of special case evidence by Boards of Examiners (Paper BFA7/07-08, copy attached).

10. Protocol for assessing student participation in seminars (Minute BUGS12/07-08 refers)

TO CONSIDER:

A paper from the Deputy Chair concerning a protocol for assessing student participation in seminars (Paper BUGS10/07-08 (revised), copy attached).

11. QAA Institutional Audit

TO RECEIVE:

An update on preparations for the QAA Institutional Audit.

12. Proposed Amendments to the University's Credit and Module Framework (Minute AQSC 54/07-08 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 1 February 2008, considered proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme to provide further guidance on a number of credit-related issues, paper AQSC 35/07-08, and resolved:

- (a) That members of the Committee forward any further comments to the Secretary;
- (b) That the proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme be revised along the lines discussed at the meeting and forwarded to Faculty Boards for consideration;

- (c) That a further draft, revised in the light of comments from Faculty Boards, be prepared for the next meeting of the Committee.

TO CONSIDER:

A revised draft of the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme (Paper AQSC 35/07-08 (revised), copy attached).

13. Learning, Teaching and Assessment Enhancement Strategy (Minutes AQSC 26(c)/07-08 and AQSC 50(a)/07-08 refer)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 1 February 2008, considered a revised draft of the Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (revised), and resolved:

- (a) That members of the Committee forward further comments to the Secretary;
- (b) That the draft of the Learning, Teaching and Assessment Enhancement Strategy be further revised along the lines discussed at the meeting and forwarded to Faculty Boards and then all departments for consideration;
- (a) That a further draft, revised in the light of comments from Faculty Boards and departments, be prepared for the first meeting of the Committee in the summer term.

TO CONSIDER:

A revised draft of the Learning, Teaching and Assessment Enhancement Strategy (Paper AQSC 6/07-08 (revised 3), copy attached)

14. Strategic Departmental Reviews for the Period 2007/08 to 2010/11

TO REPORT:

- (a) That the Academic Quality and Standards Committee, at its meeting on 21 November, considered the revised guidelines for the Strategic Departmental Review process and recommended (to the Senate) that the revised Guidelines for the Strategic Departmental Review process be approved as set out in paper AQSC 30/07-08, subject to:
  - (A) Further clarification of the mechanism by which Committees including Faculty Boards, the Boards of Undergraduate and Graduate Studies, and Academic Quality and Standards Committee may identify and put forward any issues they consider should be explored during Reviews;
  - (B) The addition of the Chair of the Board of Graduate Studies to the suggested list of useful meetings.
- (b) That the Senate, at its meeting on 5 December 2007, had approved the revised guidelines for the Strategic Departmental Review process and that the guidelines and schedule are now available online (<http://www2.warwick.ac.uk/services/gov/sdr/>).

15. Annual Course Reviews

TO CONSIDER:

The 2006/07 summary reports on the Annual Course Reviews for:

- (a) Undergraduate courses (Paper AUSC 35/07-08(revised), copy attached);
- (b) Postgraduate taught courses (Paper AGSC 16/07-08(revised), copy attached);
- (c) Postgraduate research courses (Paper AGSC 17/07-08, copy attached);

16. Student-Staff Liaison Committee Annual Reports (Minute AQSC 30/07-08 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 21 November 2007, considered:

Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate courses, paper AQSC 28/07-08, and postgraduate courses, paper AQSC 29/07-08;

And resolved:

- (a) That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate and postgraduate courses be approved as set out in papers AQSC 28/07-08 and AQSC 29/07-08 respectively, noting that references to “tutoring” in section 2(f) of the undergraduate report, concerning mentoring schemes, should be understood in the context of informal “buddy” arrangements and not as a reference to academic tutoring;
- (b) That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate courses, paper AQSC 28/07-08, and postgraduate courses, paper AQSC 29/07-08, be referred for consideration to the Boards of Graduate and Undergraduate Studies, Faculty Boards, the Campus Life Committee, the Library SSLC and the Careers SSLC;
- (c) That the Chair of the Committee and the Deputy President & Education Officer of the Students’ Union write to Heads of Department to reiterate the importance of the Student-Staff Liaison Committee system and to remind Heads of Department that it is an expectation that departments invite student representatives to departmental meetings (or equivalent) for the discussion of SSLC business;
- (d) That it become a requirement that new SSLC Academic Convenors attend one of the annual briefings organised by the SSLC Coordinators;
- (e) That the SSLC Coordinators investigate additional methods of disseminating briefing information to SSLC Academic Convenors to supplement existing face-to-face briefings, the SSLC Handbook and the SSLC web portal;
- (f) That the Committee be supplied with lists of departments/courses for which no SSLC annual report has been received.

TO RECEIVE:

The Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate courses (Paper AQSC 28/07-08, copy attached) and postgraduate courses (Paper AQSC 29/07-08, copy attached).

17. Advisory Board to the Faculty of Arts

TO REPORT:

That the next meeting of the Advisory Board of the Faculty of Arts is scheduled for 5 March 2008.

18. Report from the Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on Wednesday 30<sup>th</sup> January 2008 (Paper BFA8/07-08, copy attached).

19. Report from the Graduate Studies Committee

TO RECEIVE:

The (unconfirmed) minutes of the meeting of the Graduate Studies Committee of the Faculty held on Thursday 31<sup>st</sup> January 2008 (Paper BFA9/07-08, copy attached).

20. Student Representatives' Issues

TO RECEIVE:

An oral report on current student issues within the Faculty of Arts from:

- (a) The Undergraduate student representative;
- (b) The Postgraduate student representative.

21. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

22. Date of Next Board Meeting

TO REPORT:

- (a) That the date of the next meeting of the Board of the Faculty of Arts is Wednesday 28 May 2008;

- (b) That items for consideration by the Board must be submitted by Wednesday 14 May 2008.

23. Any Other Business