

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts on Wednesday 27th May 2009 at 1pm in R.03/04, Ramphal Building.

J F Baldwin
Registrar

Notes:

Questions on agendum items or apologies for this meeting should be directed to the Secretary to the Board, Laura du Plessis on 23773 or L.du-plessis@warwick.ac.uk

It is anticipated that items marked # will not be discussed.

A G E N D A (REVISED)

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 11 February 2009 and of the extraordinary meeting of the Board held on 1 April 2009 (attached).

2. Matters arising on the minutes

- (a) Centre for Translation and Comparative Cultural Studies (Minute BFA.36/08-09 refers)

TO CONSIDER:

A paper outlining the progress of discussions on sustaining the academic activity of CTCCS (Paper BFA.15/08-09, attached).

- (b) Review of the University Regulations and enhancements to monitoring arrangements (Minute 23/08-09 refers)

TO REPORT:

- (i) That the Steering Committee, at its meeting on 11 May 2009, considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties;

- (ii) That at the meeting of the Steering Committee it was reported that:

(by the Academic Registrar)

- (A) That the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression;

- (B) That the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term;

(by the Chair of the Board of Graduate Studies)

- (C) That it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process;

(by the President of the Students' Union)

- (D) That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

TO RECEIVE:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee (paper BFA.16/08-09, attached).

TO CONSIDER:

A paper setting out

- (i) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS;
- (ii) A new Good Practice Guide on Monitoring Student Attendance and Progress
- (iii) Guidelines for international students on the implications of changes to their registration for their visa.

- (c) ~~# Assessment Conventions (Minutes BFA.30/08-09, AQSC.54(c)/08-09 refer)~~

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 25 February 2009, considered:

Proposals from Faculty Boards concerning the implementation of the new unified mean-based Honours degree classification convention, including the use of vivas, borderline criteria and special conventions:

- (i) Proposals from the Faculty of Arts concerning borderline criteria, paper BFA 10/08-09 (revised)
- (ii) Special conventions proposed by departments in the Faculty of Arts, paper BFA 5/08-09
- (iii) A document summarising special conventions for undergraduate degrees in the Faculty of Social Studies, paper UFSS 70/08-09;
- (iv) A document summarising departmental criteria when considering borderline performance in the Faculty of Social Studies, paper UFSS 71/08-09 (revised);
- (v) A document summarising departmental use of vivas in the Faculty of Social Studies, paper UFSS 72/08-09.

And resolved:

- (vi) That a Working Group be set up to consider a number of issues concerning the implementation of the new Honours degree classification convention, including:

- (A) Proposals for criteria for the consideration of candidates' performance where their overall mean places them in the borderline bands approved by the Senate, noting the importance of consistency across the University;
- (B) The treatment of fail marks;
- (C) Methods for taking account of candidates taking modules from different levels of study in a given academic year;
- (D) Mechanisms to take due account of modules from outside candidates' main subject area;
- (E) The phrasing of the convention, to ensure clarity;

(vii) That the Working Group comprise:

Prof M Whitby (Chair)
 Prof S Bruzzi
 Prof R Lindley (or nominee)
 Prof K Lamberts (or nominee)
 Dr D Lamburn
 Mr M Surve
 Ms S Jones
 Dr J Moss (Secretary)

(c) # Annual Course Review Summary reports (Minutes BFA.28/08-09, AGSC.34/08-09, AQSC.69(d)/08-09 refer)

TO REPORT:

(i) Academic Quality and Standards Committee

That the Academic Quality and Standards Committee, at its meeting on 14 May 2009 reported that the Chair was convening a meeting of chairs of Faculty Boards and the Board of Graduate Studies and the Students' Union Education Officer to consider changes to the Annual Course Review Process.

(ii) Graduate Studies Committee

That the Graduate Studies Committee, at its meeting on 12 May 2009, considered a summary Annual Course Review Report for Postgraduate Taught Courses in the Faculty (07/08) (Paper AGSC.26/08-09) and resolved that the summary Annual Course Review Report for Postgraduate Taught Courses (07/08) (Paper AGSC.26/08-09) be approved, noting:

- (A) That space remained a concern, both for departments still located in the Humanities Building and for those which had relocated to Millburn House;
- (B) That Warwick Accommodation should be encouraged to consider offering flexible contracts to support flexible teaching, ensuring that course content is not sacrificed for accommodation contracts.

(d) # Student representatives (Minutes BFA.25/08-09, AUSC.31(a)/08-09 and AGSC.28(a)/08-09 refer)

TO REPORT:

- (i) That Ms Jennifer Ryan has been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee for the remainder of the 2008/09 academic year;

- (ii) That Mr Rory Kinane has been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee for the 2009/10 academic year;
- (iii) That Ms Svetlana Skomorokhova has been elected by the Students' Union to serve on the Board of Arts and Postgraduate Studies Committee for the remainder of the 2008/09 academic year;
- (iv) That the Graduate Studies Committee, at its meeting on 12 May 2009, noted that the Committee is concerned that there has been no student representation at any of its meetings during the 2008/09 academic year (Minute AGSC.28(a)/08-09 refers).

3. School of Life Sciences (2pm)

TO CONSIDER:

A proposal to establish a School of Life Sciences within the Faculty of Science, as set out in paper BFS.12/08-09 (revised) (attached), noting that:

- (a) the proposal has been developed by an Academic Planning Group and an Operational Planning Group established by the Steering Committee;
- (b) the membership of the Planning Groups is as follows:

Academic Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
 Professor Simon Bright, Director, WHRI
 Professor Andrew Easton, Head of the Department of Biological Sciences
 Professor David Rand, Director, Warwick Systems Biology Centre
 Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
 Professor Colin Sparrow, Head of the Department of Mathematics
 Professor John Davey, Associate Dean (Biomedical Research), Warwick Medical School
 Secretary: Jenny Hughes, Assistant Registrar

Operational Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
 Rosie Drinkwater, Finance Director
 Richard Grain, Head of Finance (TRAC & Projects)
 Chris McClelland, HR Operations Director
 Nicola Owen, Academic Registrar
 Ian Rowley, Director of Development, Communication and Strategy
 Ken Sloan, Deputy Registrar
 Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
 Secretary: Jenny Hughes, Assistant Registrar

- (c) the proposal will be discussed further by the Planning Groups at their joint meeting on Friday 22 May.

4. # Chair's Action

- (a) Changes to membership of the Committee

TO REPORT:

- (i) That the Chair, acting on behalf of the Board, had approved the nomination of Dr J Ahearne to serve as representative of the Department of French Studies for term 3, replacing Dr K Astbury;
- (ii) That the Chair, acting on behalf of the Board, had approved the nomination of Dr M Thomson to serve as Director of the Centre for the History of Medicine for a period of three years, replacing Professor H Marland;
- (iii) That the Chair, acting on behalf of the Board, had approved the nomination of Dr Tim Lockley to serve as Director of the Centre of Comparative American Studies for a period of three years, replacing Dr G Thomson.

5. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following:

- (a) Accommodation and move to Millburn House
- (b) The Stratford Education Resource Initiative
- (c) Annual Review
- (d) Humanities Research Centre

The appointment of Professor J Labbe as Director of the Humanities Research Centre from 1 August for a period of three years, replacing Professor J King;

- (e) Department of English and Comparative Literary Studies

That Professor T Docherty steps down as Head of the Department of English and Comparative Literary Studies on 31 July 2009 and a replacement to the position of Head of the Department will be approved at the Committee on the Appointment of Heads of Department at its meeting on 8 June 2009;

- (f) Institute of Advanced Studies

That Professor H Marland has been appointed as Director of the Institute of Advanced Studies from 1 August for a period of three years, replacing Professor M Finn.

6. # Course Proposals

TO REPORT:

That the Undergraduate Studies Committee, at its meeting on 6 May 2009, recommended to the Board of Undergraduate Studies that the following course proposals be approved:

- (a) Department of Classics and Ancient History

A proposal for a new course 'BA in Classical Civilisation with Study in Europe' for introduction in October 2010 (Paper AUSC.127/08-09).

- (b) Centre for Lifelong Learning

A proposal for a new course 'BA in Humanities for introduction in October 2009 (Paper AUSC.128/08-09).

(c) Language Centre

Proposals for the following new Open Studies Certificate Courses, for introduction in August 2009, subject to final scrutiny from the sub-group for the consideration of module proposals of the Undergraduate Studies Committee, noting that the comments from the external examiner regarding the unsuitability of the Open Studies Course Proposal forms be noted and forwarded to the Academic Standards and Quality Committee:

- (i) Open Studies: Lifelong Learning (named language) Beginners (Paper AUSC.129/08-09);
- (ii) Open Studies: Lifelong Learning (named language) Post-beginners (Paper AUSC.130/08-09);
- (iii) Open Studies: Lifelong Learning (named language) Lower Intermediate (Paper AUSC.131/08-09);
- (iv) Open Studies: Lifelong Learning (named language) Intermediate (Paper AUSC.132/08-09);
- (v) Open Studies: Lifelong Learning (named language) Higher Intermediate (Paper AUSC.133/08-09);
- (vi) Open Studies: Lifelong Learning (named language) Advanced 1 (Paper AUSC.134/08-09);
- (vii) Open Studies: Lifelong Learning (named language) Advanced 2 (Paper AUSC.135/08-09);
- (viii) Open Studies: Business (named language) Breakthrough level (Paper AUSC.136/08-09);
- (ix) Open Studies: Business (named language) Waystage level (Paper AUSC.137/08-09);
- (x) Open Studies: Business (named language) Foundation level (Paper AUSC.138/08-09);
- (xi) Open Studies: Business (named language) Threshold level (Paper AUSC.139/08-09);
- (xii) Open Studies: Business (named language) Vantage level (Paper AUSC.140/08-09);
- (xiii) Open Studies: Business (named language) Competent level (Paper AUSC.141/08-09);
- (xiv) Open Studies: Business (named language) Operational level (Paper AUSC.142/08-09);
- (xv) Open Studies: Business (named language) Mastery level (Paper AUSC.143/08-09).

7. # National Student Survey (minute AQSC.75/08-09 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 14 May 2009, reported:

- (a) That fieldwork for the National Student Survey finished on 1 May 2009, and that the University achieved an overall response rate of 62%, compared with a final response rate of 67% in 2008;
- (b) That final departmental response rates were as set out in paper AQSC 54/08-09;
- (c) That the overall national response rate in the 2009 survey was 62%, compared with a final response rate of 65% in 2008;
- (d) That the results of the survey will be published during the summer.

And resolved that all those involved in encouraging participation in the National Student Survey be thanked.

8. Modern Languages Committee

TO RECEIVE:

The annual report of the Modern Languages Committee for 2008/09 (Paper BFA.17/08-09, attached).

9. Arts Faculty Research Committee

TO RECEIVE:

The minutes of the Arts Faculty Research Committee held on 4 March 2009 (Paper BFA.23/08-09, attached).

10. Strategic Departmental Reviews

TO RECEIVE:

- (a) A paper outlining the schedule of Strategic Departmental Reviews for the period 2008/09 to 2012/13 (Paper BFA.18/08-09, attached);
- (b) An oral update from the Chair on Strategic Departmental Reviews held for the Departments of History of Art, Italian and German during terms 2 and 3 of 2008/09.

10. # Advisory Board to the Faculty of Arts

TO RECEIVE:

An oral report from the Chair on the meeting with Chair of the Advisory Board, Ms Penny Egan, held on 18 March 2009.

11. Report from the Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 6 May 2009 (Paper BFA.19/08-09, attached).

12. Report from the Graduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Faculty held on 12 May 2009 (Paper BFA.20/08-09, attached).

13. 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.

14. Elections

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

TO CONSIDER:

Nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2009/10 (Paper BFA.21/08-09, attached);

(b) University-level committees

TO CONSIDER:

Nominations from the Faculty on appointments to University committees for the academic year 2009/10 (Paper BFA.22/08-09 (revised), attached);

(c) Election of Board Members to the Senate

TO REPORT:

- (i) That there are three vacancies for a member of the Board of the Faculty of Arts to represent the Board on the Senate for the period from 1 August 2009 to 31 July 2012 arising from the end of the term of office of Dr L Campbell, the commencement of periods of study leave of Professor M Finn and of Professor J Davis;

- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Arts are as follows:

Professor R Burns (2010) Head of the Department of German Studies
 Professor T Docherty (2010) English and Comparative Literary Studies
 Professor N Hewlett (2011) French Studies

- (iii) That, in accordance with University Regulation 2.2 on Annual Elections, four of the six representatives appointed by the Board must be Professors and Heads of Departments, and thus that the three vacancies to be filled must be filled by Heads of Departments;

- (iv) That nominations for members of the Board of the Faculty of Arts to represent the Board on the Senate have been received from:

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|----------------------------|---|
| Professor T Burnard (2012) | Head of the Department of History |
| Dr J Burrows (2012) | Head of the Department of Film and Television Studies |
| Professor S Hand (2012) | Head of the Department of French Studies |

TO CONSIDER:

In accordance with University Regulation 2.2, the election of three members of the Senate from the membership of the Board of the Faculty of Arts for 2009/10 to serve for the period 1 August 2009 to 31 July 2012.

15. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate to be held on 17 June 2009.

16. Any Other Business