

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts on Wednesday 14 November 2018 at 12.00pm in the Council Chamber, Senate House.

R Sandby-Thomas
Registrar

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretariat via artsboard@warwick.ac.uk.

Committee papers can be accessed at
<https://files.warwick.ac.uk/boardofarts/browse/BFA/2018-19/2018-11-14>

Note: Restricted business (denoted by an asterisk{) is confidential to members and attendees of BFA*

MATTERS FOR CONSIDERATION BY THE BOARD

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

2. Terms of Reference

TO RECEIVE:

The terms of reference for all Faculty Boards as agreed following the review of Academic Governance held in 2016-17:

- a) In line with the University Strategy, to regulate, subject to Statutes, Ordinances and Regulations, teaching and research in the subjects and courses prescribed for the Faculty.
- b) To make recommendations to the Senate for the award of qualifications in subjects and courses delivered within the Faculty.
- c) To consider regular reports from standing committees established by the Faculty;
- d) To appoint members of the Board of the Faculty to membership of the Senate as provided for under Statute 15 and to other committees as required;
- e) To appoint a First Year Board of Examiners annually for undergraduate degrees;
- f) To recommend to the Senate, Departments to be constituted by the Council;
- g) To delegate to sub-committees such matters as are deemed appropriate;

- h) To discharge such other functions as the Senate may from time to time determine.

3. Membership

TO RECEIVE:

- (a) An updated membership of the Board of the Faculty of Arts and its sub-committees for the academic year 2018-19, including nominations to other University Committees (paper BFA.01/18-19, available online).
- (b) That following an election, the three representative vacancies of the Board of the Faculty of Arts on Senate have been filled by the following colleagues:
 - (A) Professor Andy Lavender, Theatre & Performance Studies and Centre for Media & Cultural Policy Studies for 3 years (end 31/07/2021);
 - (B) Dr Rachel Moseley, Film and Television Studies for 3 years (end 31/07/2021);
 - (C) Professor Zahra Newby, Classics and Ancient History for 3 years (end 31/07/2021).

4. 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 Board of the Faculty of Arts are published on the University's Governance website at:
<http://warwick.ac.uk/committees/bfa/minutes/>;
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

5. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Arts held on 30 May 2018 (paper BFA.02/18-19 available online).

6. Matters Arising on the Minutes

TO REPORT:

That there were no matters arising on the minutes from the meeting that will not be considered elsewhere on the agenda as substantial items.

7. Chair's Business

(a) Warwick Awards for Teaching Excellence (WATE)

TO REPORT:

That the winners and commendees Warwick Awards for Teaching Excellence (WATE) and Warwick Awards for Teaching Excellence for Postgraduates who Teach (WATE PGR) was available online from

https://warwick.ac.uk/services/ldc/teaching_learning/wate/wate1718/

WATE – Winner

Dr Paul Prescott, English and Comparative Literary Studies.

WATE PGR – Winner

Roxanne Douglas (IATL, English and Comparative Literary Studies)

(b) Termly Faculty Assembly

TO CONSIDER:

That the Board consider how Termly meetings of the Faculty could be arranged in future.

(c) Chair of the Board of the Faculty of Arts

TO REPORT

That Professor Dan Branch will be Chair of Faculty for Terms 2 and 3 of the 2018-19 academic year.

(d) Welcome Week

TO REPORT:

That the Head of Welcome and Student Internationalisation has confirmed that there will be a review of Welcome Week 2018 (by colleagues from out with the Welcome team), and a view to producing recommendations by the end of November 2018.

8. Student Representatives' Reports

TO RECEIVE:

An oral report from Student Representatives.

9. Faculty of Arts Building

TO RECEIVE:

An oral report from the Chair and the Director of Administration on the progress of the new Faculty of Arts building.

10. Report from the Arts Education Committee

TO RECEIVE:

An oral report from the Chair of the Arts Education Committee, Dr Sarah Richardson, together with the unconfirmed minutes from the meeting held on 15th October 2018 (paper BFA.03/18-19, to be uploaded online on 9th November)

11. Report from the Arts Faculty Research and Impact Committee (AFRIC)

TO RECEIVE:

An oral report from the Chair of the Arts Faculty Research and Impact Committee, Dr Helen Wheatley, together with the unconfirmed minutes from the meeting held on 20th June 2018 (paper BFA.04/18-19, available online) and a report to the Board (paper BFA.05/18-19, available online).

12. Triennial Review of University Research Centres

TO REPORT:

That the following Research Centres are due for their triennial review in 2018/9:

- (a) Centre for Television History, Heritage and Memory Research, Dr Rachel Moseley (Category 3);
- (b) Eighteenth Century Centre, Professor Mark Knights (Category 3).

That completed pro-formas for consideration will be received at the Board of the Faculty of Arts on 13 February 2019.

13. Campus Master Planning

TO RECEIVE:

A report following input from all Boards of Faculty to the campus master planning process on evolving plans (papers BFA.06/18-19 and BFA.07/18-19, available online).

14. Any Other Business

15. Next Meeting

TO REPORT:

That the next meeting of the Board will take place on Wednesday 13 February 2019, 12-2.30pm, room CMR 1.0, first floor, University House.

ITEMS TO RECEIVE FOR INFORMATION ONLY

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board of the Faculty of Arts may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online from the Board's electronic filestore at <https://files.warwick.ac.uk/boardofarts/browse/BFA/2018-19/2018-11-14>

16. Timeliness of Provision of Feedback to Students on Assessed Work

TO REPORT:

A composite report on timeliness of feedback on assessment submitted in Summer Term 2017-18 across the Faculty would be available after the next AEC.

17. Teaching Quality Update, August 2018

TO REPORT:

That the Teaching Quality Update that was circulated in August 2018 contained some important information that Academic Departments needed to be aware of (<https://warwick.ac.uk/services/aro/dar/quality/tlupdates/August2018/>). Key pieces of information that colleagues should familiarise themselves with include:

- a) Exit Awards
- b) Good Practice Guide on Providing Information to Students
- c) Accredited Courses
- d) Graduate Diplomas
- e) Update on Accreditation of Placement Years
- f) Course Discontinuations
- g) Regulations covering Degree Apprenticeships
- h) Updating module information for 2018/2019
- i) Reading Lists 2018/19
- j) Revisions to Regulation 42 – Academic Appeals
- k) Nominations of new external examiners – release of SITS workflow system
- l) Review of Assessment
- m) Course Approval Update August 2018

18. Partnerships Committee

TO REPORT:

That the minutes of the meetings of the Partnerships Committee are available online at <https://warwick.ac.uk/committees/partnerships/minutes/>.

19. Academic Quality and Standards Committee

TO REPORT:

That the minutes of the meetings of the Academic Quality and Standards Committee are available online at <http://warwick.ac.uk/committees/agsc/minutes/>.

20. University Education Committee

TO REPORT:

That the minutes of the meetings of the University Education Committee are available online at <https://warwick.ac.uk/committees/ec/minutes/>.

21. Dates of 2018-18 Board Meetings and Deadlines for Papers

TO REPORT:

That future meetings of the Board of the Faculty of Arts in the academic year 2087-19 would be held on the following dates, with the deadline for papers for each meeting also noted and embedded in the calendar appointment sent to members:

- (a) Wednesday 13 February 2019, 12.00pm – 2.30pm, in room CMR 1.0, first floor, University House:
 - (i) Deadline for notification of intention to submit a paper: 12 noon, 23 January 2018;
 - (ii) Deadline for draft papers to be submitted by: 12 noon, 30 January 2019;
 - (iii) Electronic circulation of papers: 6 February 2019.

- (b) Wednesday 22 May 2019, 12.00pm – 2.30pm, in room CMR 1.0, first floor, University House:
 - (i) Deadline for notification of intention to submit a paper: 12 noon, 1 May 2019;
 - (ii) Deadline for draft papers to be submitted by: 12 noon, 8 May 2019;
 - (iii) Electronic circulation of papers: 15 May 2019.