

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on 10 February 2010.

Present: Professor Stella Bruzzi (in the Chair), Dr Katherine Astbury, Professor Catherine Bates, Professor Trevor Burnard, Dr Jenny Burns, Professor Rob Burns, Dr Nadine Holdsworth, Professor Tony Howard, Mr Michael Hulse, Dr Stanley Ireland, Dr Cathia Jenainati, Mr Rory Kinane, Professor Jackie Labbe, Dr David Lines, Mr Richard Metcalf, Professor Karen O'Brien.

In attendance: Ms Laura du Plessis, Ms Yvonne Salter Wright (for item 20(b)/09-10), Mr Stephen Lamb (for item 26/09-10), Ms Sophie Stavrakakis (for item 26/09-10).

Apologies: Mr Jose Arroyo, Dr Chris Bilton, Dr Louise Bourdua, Dr Jon Burrows, Professor Ann Caesar, Professor James Davidson, Dr Helen Dennis, Dr Rebecca Earle, Dr Anne Gerritsen, Ms Kimberley Gilmore, Professor Sean Hand, Professor Michael Hatt, Professor Nick Hewlett, Dr James Hodgkinson, Mr Robert Horton, Dr Tim Lockley, Professor David Morley, Professor Jonathan Neelands, Dr Loredana Polezzi, Professor Andrew Reeve, Dr Giorgio Riello, Professor David Smith, Professor Colin Sparrow, Mr Evan Stewart, Professor Michael Whitby, Dr Tim White.

19/09-10 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 11 November 2009 be approved, subject to the amendment of 1/09-10 to note that Dr Cathia Jenainati had been elected by and from the Undergraduate Studies Committee of the Faculty of Arts to the Board of the Faculty of Arts for the academic year 2009/10.

20/09-10 Matters Arising on the Minutes

(a) Translation Studies (Minute BFA.3(a)/09-10 refers)

REPORTED:

That the Department of English and Comparative Literary Studies has received 'in principle' approval from the Chair of the Board of Graduate Studies for a new MA entitled 'MA in Translation and Transcultural Studies', and will progress this through the relevant committees in term three. The Department continues to consult with relevant colleagues across the Faculty in order to ensure that the discipline of Translation Studies continues to have a visible and interdisciplinary future within the Faculty.

(b) Harris report from the Constitutional Advisory Group (Minute BFA.4/09-10 refers)

RECEIVED:

The findings and recommendations of the Harris Report of the Constitutional Advisory Group recently published and considered at the meeting of the Senate on 27 January 2010, noting that further consideration will be given to the Report together with the feedback received at the Senate 'Half Away Day' to be held on Wednesday 17 March 2010.

RESOLVED:

That the following key points raised in discussion be noted:

- (i) That it is essential for there to be clarity in the coming weeks on the structure of senior academic management and of the purpose of the Faculty Board for 2010/2011, notwithstanding any further changes in the future as a result of the Harris report;
- (ii) That the current model of representation and consultation at the Faculty Board worked effectively for the Faculty of Arts but that there should be further reflection on the most appropriate balance between democratic and executive aims to ensure maximum effectiveness in pursuing Faculty-level activities and decisions;
- (iii) That distinctions between the roles of Faculty Deans (model A) and Chairs of Faculty Boards (model B) proposed in the report required further clarification;
- (iii) That the role of the Deputy-Vice-Chancellor is an essential element of the University's senior academic management and should be re-instated, noting the capacity stretch of the remit of the role in the past;
- (iv) That further comments on the Harris report from members of the Board of the Faculty of Arts not present at the meeting would be communicated directly to the Head of Governance Support Services, Yvonne Salter Wright, and that she would collate Faculty responses to be re-presented to the Board of the Faculty of Arts at its next meeting on 2 June 2010.

21/09-10

Chair's Business

- (a) Faculty preparations for the REF (minute BFA.18/09-10 refers)

REPORTED:

That Faculty REF planning meetings will commence later in the spring term.

- (b) Faculty accommodation (minute BFA.9(b)/09-10 refers)

REPORTED:

- (i) That the Faculty Postgraduate Common Rooms (Rooms H0.42 (PGR), H1.03 (PGT) and H4.448a (PGT) were available for general use and for bookings after 5pm and should be publicised by departments to ensure maximum usage;
- (ii) That the large number of posters pasted both in and outside the Humanities Building was unsightly and the use of designated spaces for posters did not appear to be effectively enforced;
- (iii) That the level of central heating in the Humanities Building was inadequate for the winter months and that this, in combination with poorly fitted windows, resulted in study and work areas which were not fit for purpose.

RESOLVED:

- (iv) That the Secretary to the Board notify the Estates Department of the Board's concerns about the heating in the Humanities Building to ask that this is investigated and resolved as a matter of urgency;
- (v) That the Secretary to the Board notify the Security team of the Board's concerns about posters in the Humanities Building and ask for this matter to be investigated.

(c) Emeritus College proposal

CONSIDERED:

A paper from the Chair outlining a proposal for the Board of the Faculty of Arts to consider the provision of an Emeritus College within the Faculty (paper BFA.6/09-10).

RESOLVED:

That the proposal to undertake further investigative work into the establishment of Emeritus provision within the Faculty be approved and the Chair be asked to develop more detailed proposals for consideration at a future meeting of the Board, noting that it would be essential to consider the costs, objectives and remit of Emeritus provision and the views of current staff nearing retirement age.

(d) Festival of Arts May 2010 (minute BFA.13(a)/09-10 refers)

REPORTED:

That plans for the Festival of Arts to be held 20-22 May were being developed and that the Chair would contact Heads of Department directly to discuss the programme of events, noting that the Festival would be held at the same time as the Departments of History and English and Comparative Literary Studies were hosting a visit from Vanderbilt University, and that the objectives of the Festival would be further clarified.

(e) Proposals for lay members to be invited to join the Faculty of Arts Advisory Board (minute 13(b)/09-10 refers)

REPORTED:

That there were a number of vacancies on the Advisory Board and that it would be helpful for Heads of Department to make suggestions to the Chair on new external members who might be considered as potential nominees to be recommended to the Vice-Chancellor.

22/09-10 Arts Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 3 February 2010 (Paper BFA.7/09-10).

REPORTED (by the Deputy Chair of the Arts Undergraduate Studies Committee):

- (a) That the Committee welcomed the trend within the Faculty for increased optionality in its undergraduate programmes as demonstrated in the proposal

received from the Department of English and Comparative Literary Studies to amend the course regulations for the BA in English Literature (Paper AUSC.19/09-10);

- (b) That the Committee expressed continued dissatisfaction with ongoing discussions about assessment conventions and in particular with the predominance of a numerical system to determine students' performance; the recommendation of the Assessment Conventions Working Group that the use of vivas in borderline cases be discontinued against the views expressed by the Arts Undergraduate Studies Committee, and the delay in finalising the assessment conventions.

RESOLVED:

- (c) That the Board noted again its concern that assessment conventions were still not resolved or in place given that the work of students subject to the new system was already being marked;
- (d) That the Board considered the continued availability of the use of vivas in extraordinary cases, rather than simply borderline cases as suggested by the Assessment Conventions Working Group, essential to the academic interests of those students;
- (e) That the Arts Undergraduate Student Representative would write to Professor Michael Whitby to state that it would be in students' interests for the use of vivas in extraordinary cases to be retained.

23/09-10

Arts Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 2 February 2010 (Paper BFA.8/09-10).

REPORTED (by the Chair of the Arts Graduate Studies Committee):

- (a) That it was hoped that the gradual increase proposed for the fee for Arts Faculty MA courses would lessen any adverse effect of fee increase on student recruitment, though the potential impact on income and student numbers would need to be reflected in departmental financial plans;
- (b) That the proposals for a Faculty MRes programme (minute AGSC.17/09-10 refers) and an integrated MA programme (minute AGSC.16/09-10 refers) would not be pursued at Faculty level but would be re-considered in future years;
- (c) That the increase in the number of funding awards allocated to the Faculty of Arts, and the proportion of all awards allocated to the Faculty, reflected improvements in the standards of support offered by the Faculty to students making applications for funding;
- (d) That the Graduate School would be holding a event to review the Warwick Postgraduate Research Scholarship scheme on 1-3 March 2010 and had requested the participation of an individual to represent the Faculty of Arts;
- (e) That comments on the scheme from members of the Board of the Faculty of Arts would be collated by Professor Karen O'Brien in advance of the review event.

24/09-10      Arts Faculty Research Committee

RECEIVED:

The minutes of the meeting of the Arts Faculty Research Committee held on 2 December 2009 (Paper BFA.9/09-10).

REPORTED:

That the Departments of Film and Television Studies and History of Art had submitted an interdisciplinary bid with the Departments of Engineering, Sociology and the Institute of Education to the Leverhulme Trust for a major research grant for a programme on the theme of 'Beauty'.

25/09-10      Student Representatives' Issues

There were no issues reported further to those raised in the context of discussions on specific agenda items above.

26/09-10      Personal Tutoring Guidelines

RECEIVED:

A presentation and paper from the University Senior Tutor outlining his evaluation of departmental responses to the survey on departmental operation of University guidelines on personal tutoring conducted with a view to enhancing the consistency of their implementation (Paper BFA.10/09-10).

RESOLVED:

That the following points raised in discussion be noted:

- (a) The success of personal tutoring is predicated on students engaging with the system and understanding how to use it effectively including, where appropriate, using the PDP form for self-reflection in advance of personal tutor meetings;
- (b) There is some inconsistency in departmental interpretations of the role of the personal tutor, varying between counsellor, academic adviser, first point of contact and mentor. With this in mind, clarification of the principle responsibilities of the personal tutor role and its interaction with the departmental senior tutor role would be helpful but there should not be steps to over-standardise the use of personal tutors across departments;
- (c) It would be helpful to understand the ratio of students to personal tutors across the University, acknowledging that staff with higher numbers of students may find it difficult to engage effectively with each individual;
- (d) The personal tutoring guidelines and referral guidance for student support were helpful but not widely known about or used;
- (e) Further comments on the guidelines from members of the Board of the Faculty of Arts not present at the meeting would be communicated directly to the Senior Tutor.

27/09-10      Amendments to the Constitution of the Centre for Caribbean Studies

CONSIDERED:

A proposal for the Board of the Faculty of Arts to recommend to the Senate amendments to the constitution of the Centre for Caribbean Studies (Paper BFA.11 (revised)/09-10).

RESOLVED:

- (a) That the proposal for amendments to the constitution of the Centre for Caribbean Studies be approved and recommended for approval at Senate;
- (b) That Professor Trevor Burnard be approved, and recommended for approval at Senate, as the Director of Centre, noting that it would be important for there to be external members appointed to the Advisory Board as outlined in the constitution in order to distinguish the Board from the Management Committee in light of potential duplication of composition caused by the appointment of the Head of the Department of History to the role of Director of the Centre for Caribbean Studies;
- (c) That it be noted that the University's commitment to name the Centre the "Yesu Persaud Centre for Caribbean Studies" until 2024 should not take precedence over the University's scope to continue to measure the sustainability of the Centre on grounds of academic performance.

28/09-10 University Council

REPORTED:

That Professor Jackie Labbe had been elected by the Senate to serve as an academic representative on the University Council for the period to 2012.

29/09-10 Course Proposals

REPORTED:

Department of Italian Studies

That, at its meeting on 3 February 2010, the Undergraduate Studies Committee of the Faculty of Arts recommended to the Board of Undergraduate Studies that a new course 'History and Italian' for introduction in October 2011 (Paper AUSC.17/09-10) be approved subject to minor amendment.

30/09-10 Faculty of Arts Update to the Steering Committee and Items for Discussion at Senate

RECEIVED:

The report from the Chair of the Board of the Faculty of Arts considered at the meeting of the Steering Committee held on 14 December 2009 (Paper SC.128/09-10).

RESOLVED:

That there were no substantive items for the Board of the Faculty of Arts to report to Senate beyond the developments noted in the Chair of the Board's update to the Steering Committee.