

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of Faculty of Arts held on Wednesday 11th February.

Present: Professor S Bruzzi (in the Chair), Dr J Burns, Professor R Burns, Dr C Britzolakis, Dr J Davidson, Professor J Davis, Professor T Docherty, Professor M Finn, Dr A Gerritsen, Dr S Gilson, Professor S Hand, Dr E John, Professor J Labbe, Dr T Lockley, Dr C Marinetti, Professor P Marshall, Dr R Moseley, Professor A Reeve, Professor P Smith, Mr E Stewart, Dr T White, Dr C Whitehead.

In Attendance: Ms L du Plessis, Miss K Gilmore

Apologies: Professor P Abrahams, Mr J Arroyo, Professor S Bassnett, Dr J Burrows, Dr G Frith, Professor M Hatt, Professor N Hewlett, Professor P Kuhlaczak, Dr D Lines, Professor D Morley, Professor J Neelands, Professor D Orrells, Dr G Riello, Professor H Schmitz, Professor C Sparrow, Professor M Whitby.

22/08-09 Minutes

RESOLVED

That the minutes of the meeting of the Board held on 5th November 2008 be approved.

23/08-09 Matters Arising On the Minutes

- (a) Review of University Regulations and Implementation of New Immigration Requirements for Overseas Students (Minute BFA 9/08-09 refers)

REPORTED:

That, following discussion at the meeting of the Board on 5th November 2008 and at other Faculty Board meetings, and receipt of comments from members of the Board, the Senior Assistant Registrar, Deputy Registrar's Office, with the Senior Liaison Officer, International Office, had progressed plans to enable the University to meet Home Office international student monitoring requirements. They anticipated drawing up proposed guidelines for departments addressing best practice, noting that it would not be necessary for the Faculty to present Faculty-consistent practices for current monitoring and noting the Board's concerns with the Home Office requirements. This is to be discussed more fully at the Summer Term Board of the Faculty of Arts.

- (b) Progress of Committee recommendations

REPORTED:

- (i) MA for Research in French and Francophone Studies (Minute BFA.6/08-09 and Minute BGS.56(a)(i)(A)/08-09 refer)

That the Chair of the Board of Graduate Studies, acting on behalf of the Board, had resolved that the course entitled "MA for Research in French and Francophone Studies" (paper AGSC.6/08-09 Revised) be approved.

- (ii) Proposed revised constitution of the Centre for Caribbean Studies (Minute BFA.7/08-09 refers)

That, at its meeting on 3rd December, Senate had resolved that the proposed revised constitution of the Centre for Caribbean Studies (Paper BFA.2/08-09) be approved.

- (c) Book Swap Scheme (Minute BFA 5(a)(iv)/08-09 refers)

REPORTED:

That the Chair would investigate progress of the book swap scheme.

- (d) Fees Working Group (Minute BFA 5(g)/08-09 refers)

REPORTED:

That the pilot period of reduced fees had ended and the Deputy Chair had submitted a document to the Chair of the Board of Graduate Studies proposing the period of reduction be extended, but that this proposal was not approved.

- (e) Capital Development Progress Group

REPORTED:

That the Capital Development Progress Group for the Faculty would be re-formed to contribute to discussions on renovations to the Humanities Building following the move of the Department of Film and Television Studies.

RESOLVED:

That Professor S Hand would chair the Capital Development Progress Group and confirm to the Estates Office that he is the Faculty's primary point of contact.

24/08-09 Chair's Action

REPORTED:

- (a) Undergraduate Studies Committee of the Board of Faculty of Arts

That the Chair, acting on behalf of the Board, had approved the nomination of Dr L Bourdua to serve as representative of the Department of History of Art for terms 2 and 3, replacing Dr R Dias.

- (b) Graduates Studies Committee of the Board of Faculty of Arts

That the Department of Philosophy had approved the nomination of Dr E John to serve as a representative on the Graduate Studies Committee of the Board of Faculty of Arts, replacing Dr P Poellnor.

- (c) Information Policy and Strategy Committee

That the Chair, acting on behalf of the Board, had approved the nomination of Dr C Jenainati to serve as representative of the Faculty of Arts.

25/08-09

Chair's Business

REPORTED:

(a) MA in International Performance Research

That, at its meeting on 15th January 2009, the Board of Graduate Studies resolved that the revised course specification for the MA in International Performance Research (paper BGS 68/08-09) be approved.

(b) Annual Review

REPORTED:

That all Reviewers were to plan and carry out Annual Review discussions between 31 January and 30 April and that briefing and training resources were available at <http://www2.warwick.ac.uk/services/ldc/annualreview/>, noting that:

- (i) Heads of Department would be reviewed by the Chair and the pro-Vice Chancellor for Teaching and Learning in the last fortnight of Term 2;
- (ii) That reviews may be delayed for members of staff currently on study leave;
- (iii) That non-sensitive Faculty-wide issues arising from Annual Review meetings be discussed at the Board of Faculty of Arts in the Summer Term.

(c) Undergraduate Student Representative

REPORTED:

That the Undergraduate student representative, Ms V Tomlinson, had resigned her position on the Board and that the Students' Union is currently trying to re-appoint Arts Student Representatives.

(d) Research Assessment Exercise 2008

RECEIVED:

An oral report from the Chair on the Research Assessment Exercise 2008, noting that the Faculty performed well in the Exercise and that departments would shortly be going through the first round of research planning exercises for the Research Excellence Framework.

(e) Accommodation move for the Department of Film and Television Studies to Milburn House

RECEIVED:

An oral report from the Chair on the Department's move to Milburn House in the Summer term, noting that the re-allocation of vacated rooms should be factored in to the Faculty's space bid for the 2009/10 academic year.

RESOLVED:

That the Chair would call a meeting of Heads of Department before the end of Term 2 in order to develop a collective, strategic, view of the Faculty's proposed use for this space.

(f) Strategic Departmental Reviews (SDR)

REPORTED:

That the SDR for History of Art has taken place and the Review Report will be considered by Steering Committee during Term 2, and reviews for the Departments of French, German and Italian were expected to take place in Term 3.

(g) QAA

REPORTED:

That the Faculty, along with the University as a whole, received a very positive report from the QAA, noting that the organisation of joint honours degrees was raised as an issue and departments may expect to be asked by the University to investigate their arrangements.

(h) Committee conventions

REPORTED:

That Departments are asked to ensure that they send representation to the Faculty Undergraduate and Graduate Sub-Committees when a module or course proposal for that department is due to be discussed, noting that Departments should meet agreed deadlines for the submission of papers ahead of a meeting to facilitate preparation, and that tightened permissions under "Chair's Action" would make it difficult for decisions to be taken by the Chair outside Committee meetings.

(i) Faculty Heads of Department handovers (History of Art, History, Italian, Theatre, Performance and Cultural Policy Studies)

REPORTED:

That Heads of Department for the departments of History of Art, History, Italian and Theatre, Performance and Cultural Policy Studies would change at the end of the 2008/09 academic year, noting that the date of handover was not uniform, and that incoming Heads of Department are Professor M Hatt (History of Art), Professor T Burnard (History), Dr Jenny Burns (Italian) and Dr Nadine Holdsworth (Theatre, Performance and Cultural Policy Studies).

26/08-09

Course Proposals

REPORTED:

(a) Department of Film and Television Studies

That the Undergraduate Studies Committee, at its meeting on 28th January 2009, resolved that the proposal from the department of Film and Television Studies for a new BA in Film Studies for introduction in October 2009 (Paper AUSC.42-44/08-09) be recommended for approval to the Board of Undergraduate Studies subject to minor amendments.

(b) Department of Italian

That the Undergraduate Studies Committee, at its meeting on 28th January 2009, resolved that the proposal from the Department of Italian for a new BA in Italian and Comparative Literature and Culture with Integrated Year Abroad (Collaborative degree with the University of Turin, Italy) for introduction in October 2010 (Paper AUSC.45-49/08-09) be recommended for approval to the Collaborative, Flexible and Distributed Learning Sub-Committee, subject to clarification of the proposed contribution of each year of study to the final degree classification.

(c) Centre for Cultural Policy Studies

That the Graduate Studies Committee, at its meeting on 29th January 2009, resolved that the proposal from the Centre for Cultural Policy Studies for a new MPhil/PhD in Creative Industries (Paper AGSC.20/08-09) be recommended for approval to the Board of Graduate Studies subject to minor amendments;

(d) Department of History

That the Graduate Studies Committee, at its meeting on 29th January 2009, resolved that the proposal from the Department of History for a new MA in Modern History (Paper AGSC.21/08-09) be recommended for approval to the Board of Graduate Studies, subject to minor amendments.

27/08-09 Centre for the History of Innovation and Creativity (CHIC)

RECEIVED:

A proposal from the Department of History for the establishment of the Centre for the History of Innovation and Creativity (CHIC) (Paper BFA.11/08-09).

RESOLVED:

- (i) That the proposal for the establishment of the Centre for the History of Innovation and Creativity (CHIC) be approved and recommended for approval at Senate, subject to proofreading and to the addition of text to confirm that the Centre will continue to explore creative links within the institutional context on an ongoing basis;
- (ii) That Dr Luca Molà be approved, and recommended for approval at Senate, as the first Director of the Centre for the History of Innovation and Creativity (CHIC).

28/08-09 Annual Course Review

RECEIVED:

The draft Summary Reports on the Annual Course Review Reports submitted by Faculty Departments for the academic year 2007-08:

- (a) Undergraduate courses (Paper AUSC.53 /08-09);
- (b) Postgraduate Research courses (Paper AGSC.22/08-09 (Revised)).

RESOLVED:

That the draft Summary Reports be approved, noting the following observations of the Board:

- (c) The ARTSTOR image bank used by the Department of History of Art and referred to in the Summary Report on the Annual Course Review Reports for Undergraduate Courses be trialled again on a larger scale in the Faculty, noting that this would need to be more widely publicised, available in term-time and accessible from outside the University campus, and that a larger-scale trial would better spread the financial burden of the image bank;
- (d) References in the Summary Reports to departmental space issues would be valuable to use in discussions on how to use vacated space in the Humanities Building (Minute BFA.25(e)/08-09 refers).

29/08-09 Student-Staff Liaison Committee Annual Reports (Minute AQSC.23/08-09 refers)

(a) REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 19th November 2008, considered:

Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses (paper AQSC 21/08-09) and for postgraduate courses (paper AQSC 22/08-09);

And resolved:

- (i) That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses and postgraduate courses be approved as set out in papers AQSC 21 & 22/08-09 respectively;
- (ii) That the Boards of Undergraduate and Graduate Studies, the Campus Life Committee and Faculty Teaching and Learning Forums be invited to consider sections of the reports relevant to their remits, with the reports serving as one mechanism for identifying good practice which should be shared more widely.

(b) RECEIVED:

The Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses (Paper AQSC 21/08-09) and postgraduate courses (Paper AQSC 22/08-09).

RESOLVED:

That the following observations from the Board be noted:

- (i) That although some departments provided verbal feedback to students on exam performance, it may be difficult to provide full written feedback within the current schedule of deadlines for the marking of examinations, and that doing so might raise concerns about consistency;
- (ii) That the recommended that teaching finished at 1pm on Wednesday afternoons;
- (iii) That student complaints about teaching room provision may be factored in to discussions on use of space in the Humanities Building (Minute BFA.25(e)/08-09 refers)

30/08-09 Special Conventions, Use of Vivas and Criteria used in Borderline cases (Minute BFA 10(b)(ii)(D & E)/08-09 refers)

RECEIVED:

A paper from the Chair on criteria to be used by final year exam boards in considering borderline cases, special conventions for undergraduate degrees and use of vivas in the Faculty of Arts following a meeting held with Heads of Department, with the aim of providing a coherent Faculty submission to the Academic Quality and Standards Committee on these areas (Paper BFA.10/08-09).

RESOLVED:

- (a) That the Chair would revise the paper to specifically address special conventions used in borderline cases and circulate it for comments from members of the Board before submitting it for consideration at the Academic Quality and Standards Committee;
- (b) That the Chair, after this year's examinations have taken place, seek information about whether or not the 17-point scale had altered significantly the spread of marks to fall within each class band.

31/08-09 Advisory Board to the Faculty of Arts

REPORTED:

That the next meeting of the Advisory Board of the Faculty of Arts is scheduled for 25th February 2009.

32/08-09 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 28 January 2009 (Paper BFA.12/08-09).

33/08-09 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 29 January 2009 (Paper BFA.13/08-09), noting that:

- (a) The deadline for complete student applications to the WPRS and AHRC Award schemes was 2nd March, and following this departments would be asked by the Graduate School to make their ranked nominations;
- (b) That departments offering interdisciplinary programmes would be required to negotiate between them the source of funding as funding would only be allocated on an individual subject basis.

34/08-09 Items for Discussion at Senate

RESOLVED:

That the Board's approval of the proposal from the Department of History for the establishment and Directorship of the Centre for the History of Innovation and Creativity (CHIC) (Minute 27/08-09 refers) be recommended to Senate.

35/08-09 Date of next Board Meeting

REPORTED:

- (a) That the next meeting of the Board of Faculty of Arts is Wednesday 27th May 2009, 1.30pm;
- (b) That items for consideration by the Board must be submitted by Wednesday 13th May 2009.