

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 13th February 2008.

Present: Prof A Caesar (Chair), Dr J Ahearne, Mr J Arroyo, Ms L Ayrton, Prof S Bruzzi, Prof R Burns, Dr R Dias, Prof T Docherty, Prof M Finn, Dr S Gilson, Dr E John, Dr P Kuhlczak, Prof J Labbe, Dr D Lines, Dr L Long, Prof P Marshall, Prof K O'Brien, Prof M Rosenthal, Mr M Shaw, Prof M Whitby, Dr T White, Dr C Whitehead.

In Attendance: Mrs C Edgar, Mrs J Shaw.

Apologies: Prof P Abrahams, Dr C Britzolakis, Prof J Davis, Dr G Frith, Dr E Gallafent, Prof D Morley, Prof L Paterson, Prof A Reeve, Dr P Roberts, Dr H Schmitz, Mr E Stewart, Dr G Thomson.

19/07-08 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 7th November 2007 be approved.

20/07-08 Matters Arising on the Minutes

Progress of Committee recommendations

REPORTED:

(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.

21/07-08 Chair's Action

Committee Membership

REPORTED:

(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;

RECEIVED:

(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), noting that nominations for committee membership for 2008/09 would be sought ahead of the next meeting of the Board.

RECEIVED:

- (a) The reduction in fees for Arts Faculty students on taught MA courses and student recruitment

An oral report from the Chair on the reduction in fees for Arts Faculty students on taught MA courses and student recruitment noting that:

- (i) The fee for taught Masters' degrees in the Arts Faculty (with the exception of those in the Centre for Cultural Policy Studies, the Centre for Translation and Comparative Cultural Studies, and the Erasmus Mundus Masters' programme in the Department of Theatre, Performance and Cultural Policy Studies) will be £3,830;
- (ii) Information regarding the reduced fee will be published on the website and sent out to students as appropriate;
- (iii) The Deputy Chair would arrange an event to publicise options for postgraduate study in the Faculty to students from all Faculties at Warwick, and ways to re-engage recent graduates with the Faculty would be explored;

- (b) Teaching Enhancement Working Group

An oral report from the Chair on the Teaching Enhancement Working Group, noting that a new Faculty working group had been set up, chaired by Dr S Allan, which would provide reports to the Teaching Enhancement Working Group and the Board of the Faculty of Arts;

- (c) Café Humanities

An oral report from the Chair on Café Humanities, noting:

- (i) The thanks of the Faculty to Warwick Hospitality for the refurbishment of Café Humanities;
- (ii) That the Chair would be purchasing equipment to enable close-circuit programming relating to the activities of the Faculty to be played on the plasma screen television in Café Humanities;

- (d) Faculty Accommodation

An oral report from the Chair on Faculty accommodation, noting:

- (i) That the Faculty should give serious consideration to its future space and accommodation needs;

RESOLVED:

- (ii) That a Capital Development Progress Group for the Faculty should be established to discuss these issues in detail;
- (iii) That the future space and accommodation needs of the Faculty would be discussed further with the Director of Estates at the next Faculty Lunch on Wednesday 7th May 2008.

23/07-08 Course Proposals

REPORTED:

- (a) That the Undergraduate Studies Committee, at its meeting on 30th 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 31st 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, without further amendment.

24/07-08 Amendment of modules available to French Studies undergraduates in their first year

REPORTED:

That the Undergraduate Studies Committee, at its meeting on 30th 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.

RESOLVED:

That the request 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 approved, noting that module PH122 would not available to French Studies undergraduate students.

25/07-08 Proposal for the Department of French Studies to move to an 8-unit classification of degree

REPORTED:

That the Undergraduate Studies Committee, at its meeting on 30th 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.

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 Undergraduate Studies and Academic Quality and Standards Committee.

- 26/07-08 AHRC Block Grant Partnership Scheme and AHRC 2008 Competition
- RECEIVED:
- An update from the Chair of the Graduate Studies Committee on the AHRC Block Grant Proposal Scheme and AHRC 2008 Competition.
- 27/07-08 Proposed Guidelines for the consideration of special case evidence by Boards of Examiners
- CONSIDERED:
- A memorandum from the Deputy Chair regarding proposed guidelines for the consideration of special case evidence by Boards of Examiners (Paper BFA7/07-08).
- RESOLVED:
- That the proposed guidelines for the consideration of special case evidence by Boards of Examiners be recommended for approval to the Board of Undergraduate Studies.
- 28/07-08 Protocol for assessing student participation in seminars (Minute BUGS12/07-08 refers)
- CONSIDERED:
- A paper from the Deputy Chair concerning a protocol for assessing student participation in seminars (Paper BUGS10/07-08 (revised)).
- RESOLVED:
- That the protocol for assessing student participation in seminars be recommended for approval to the Board of Undergraduate Studies.
- 29/07-08 QAA Institutional Audit
- RECEIVED:
- An update on preparations for the QAA Institutional Audit from the Pro-Vice-Chancellor (Teaching and Learning).
- 30/07-08 Proposed Amendments to the University's Credit and Module Framework (Minute AQSC 54/07-08 refers)
- REPORTED:
- 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.

CONSIDERED:

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

RESOLVED:

That it be recommended to Academic Quality and Standards Committee that the guidance notes should be more clear that there is no cap on credit load to ensure that there is no contradiction with the Learning, Teaching and Assessment Enhancement Strategy.

31/07-08 Learning, Teaching and Assessment Enhancement Strategy (Minutes AQSC 26(c)/07-08 and AQSC 50(a)/07-08 refer)

REPORTED:

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;
- (c) 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.

CONSIDERED:

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

RESOLVED:

That the Faculty's discussions on its future space and accommodation needs should be informed by the Learning, Teaching and Assessment Enhancement Strategy.

32/07-08 Strategic Departmental Reviews for the Period 2007/08 to 2010/11

REPORTED:

- (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:
 - (i) 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;
 - (ii) 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/>).

33/07-08 Annual Course Reviews

CONSIDERED:

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

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

RESOLVED:

That the 2006/07 summary reports on the Annual Course Reviews be approved.

34/07-08 Student-Staff Liaison Committee Annual Reports (Minute AQSC 30/07-08 refers)

REPORTED:

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.

RECEIVED:

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).

RESOLVED:

That it be noted that the undergraduate SSLC representative for the Department of History and the postgraduate SSLC representative for Film and Television Studies were invited to departmental meetings, and that the MA in Translation, Writing and Cultural Difference is not based in any one department.

35/07-08 Advisory Board to the Faculty of Arts

REPORTED:

That the next meeting of the Advisory Board of the Faculty of Arts is scheduled for 5 March 2008, and the focus of the meeting will be on External Links and the Faculty, with a focus on the generation of sponsorship and funding.

36/07-08 Report from the Undergraduate Studies Committee

RECEIVED:

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

REPORTED:

That it had been confirmed by Teaching Quality that the revision to examination convention F7 could be implemented by departments in accordance with their specific submission requirements.

37/07-08 Report from the Graduate Studies Committee

RECEIVED:

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

REPORTED:

- (a) That an MA recruitment event aimed at current final-year undergraduates within the Faculty and visiting Erasmus students is taking place on 18th March;
- (b) That a listing (by department) on the Faculty webpages had been set up with links to MA Courses available within the Faculty (at <http://www2.warwick.ac.uk/fac/arts/ma/>).

38/07-08 Student Representatives' Issues

RECEIVED:

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

- (a) The Undergraduate student representative, noting that:
 - (i) There had been some concern regarding a lack of communication between departments relating to records of students on joint honours programmes, but acknowledged that this would improve when electronic student records were available;
 - (ii) There was a need to ensure that all students involved in the 17 point mark scale pilot were fully aware of this;
 - (iii) There was positive feedback from students on the reduction in fees on taught MA programmes in the Arts Faculty;
 - (iv) Students would support the refurbishment of, and the case to rebuild, the Humanities Building.
- (b) The Postgraduate student representative, noting that:
 - (i) There had been an issue of a clash of Faculty Graduate Skills Training with a core module in the English Department, but acknowledged that there could not be a guarantee that this optional programme would not clash with departmental provision;
 - (ii) There was an issue relating to a module clash on the MA in Writing, which the Postgraduate student representative would pursue through the English SSLC.

39/07-08 Items for Discussion at Senate

RESOLVED:

That there were no items from the Faculty for discussion at the next meeting of the Senate.

40/07-08 Date of Next Board Meeting

REPORTED:

- (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.