

UNIVERSITY OF WARWICK

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 17 February 2016

Present: Professor S Gilson (Chair), Professor N Holdsworth (Deputy Chair), Dr J Alexander (History of Art), Dr D Biggerstaff (Board of the Faculty of Medicine representative), Dr L Bourdua (History of Art), Professor D Branch (History), Professor A Cooley (Classics and Ancient History), Dr T Crowther (Philosophy), Ms E Dunford (Undergraduate Student Representative), Ms F Farnsworth (Postgraduate Student Representative), Professor M Freely (English and Comparative Literary Studies), Dr A Gerritsen (History), Dr K Hooper (Modern Languages and Cultures), Dr J Lee (Chair of AUSC), Dr A Phillips (Film and TV Studies), Professor P Roberts (Chair of AGSC), Mr E Stewart (Modern Languages and Cultures), Dr T White (Theatre, Performance and Cultural Policy Studies; Deputy Chair of AUSC), Dr N Whybrow (Theatre, Performance and Cultural Policy Studies), Dr D Wright (Representative of AGSC).

Apologies: Dr J Burns (Modern Languages and Cultures), Professor M Cosgrove (Modern Languages and Cultures), Dr D Fearn (Classics and Ancient History), Professor E Gallafent (Film and TV Studies), Professor S Hand (Modern Languages and Cultures), Professor P Scott (BFS Representative), Professor S Swain, Dr R Varma (English and Comparative Literary Studies).

In Attendance: Ms. S. Beaufoy (Equality and Diversity Adviser, Human Resources (item 25/15-16 only)), Ms C Cadman (Assistant Secretary (Undergraduate)), Ms H Curtis (Academic Support Manager, Library), Ms. K. Fisher (Disability Coordinator, Deputy Registrar's Office (item 25/15-16 only)), Mrs C. Henrywood (Secretary), Dr L Perrin (Research Development Manager), Ms Y Salter Wright (Director of Delivery and Resolution Service (item 27/15-16 only)), Ms N Snodgrass Tan (Senior Assistant Registrar, Delivery Assurance (item 27/15-16 only)), Ms J Smith (Assistant Secretary (Postgraduate)).

21/15-16 Conflicts of Interest

CONSIDERED:

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/>;

RESOLVED:

That no conflicts of interest were raised relating to this agenda.

22/15-16 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Arts held on 11 November 2015.

RESOLVED:

That the minutes of the meeting of the Board held on 11 November 2015 be approved.

23/15-16 Matters arising on the Minutes

- (a) TeachHigher (minutes 6d/15-16 referred)

REPORTED:

That there were no further items to report.

24/15-16 Chair's Business

- (a) Humanities Building

REPORTED: (by the Chair)

- (i) That a site survey of Car Park 7 was taking place and included massing surveys and scoping of the site.
- (ii) That the student consultation had been received positively, noting that the student voice was an important consideration to ensure that the building was developed sensibly and holistically.
- (iii) That a meeting with Heads of Departments (HoDs) to consider the Schedule of Areas had been held, which also considered the requirements for encouraging collaboration across departments.
- (iv) That the next phase was for a Business Case to be developed and considered by Capital, Space and Amenities Group later on in April 2016.

(by Dr N Whybrow)

- (v) That the naming of the new building needed be considered by Heads of Departments.

- (b) Heads of Departments' Working Group

REPORTED: (by the Chair)

- (i) That Professor N Holdsworth was leading on the Alumni project for the Faculty that was considering the strands of cross-cutting activity between departments.

- (ii) That a working group for the NSS and the Teaching Excellence Framework (TEF) had been established, noting that discussions had been held with the library regarding study space, reading lists etc. to make visible to students work that was being carried out to profile excellent activity and best practice.
 - (iii) That Professor M Freely was leading a working group on Foundation Year courses, with the aim of enhancing the widening participation offering of the Faculty.
- (c) Faculty Website

REPORTED: (by the Chair)

- (i) That the Faculty website needed to be developed further to profile teachers, alumni and others, profiling excellent activity undertaken as positive examples for the Teaching Excellence Framework (TEF).

(by Professor A Cooley)

- (ii) That the Faculty should identify the primary usage levels and audiences of the website to ensure material available was relevant.

(by Dr T White)

- (iii) That the new website needed to include a page that answered the question: "Why Study Arts at the University of Warwick?".

RESOLVED:

- (iv) That members should provide feedback and examples of good practice to the Secretary and to Ms Alex Boots.
- (v) That the Secretary will obtain data of the primary usage of faculty webpages from ITS/Online Communications to share with departments.

25/15-16 Changes to Disability Allowance and Institutional Response

RECEIVED:

An update from paper outlining the institutional response to changes to the Disabled Student Allowance (paper BFA.08/15-16), together with an oral update from the Disability Coordination Officer and the Equality and Diversity Adviser.

REPORTED: (by Ms. K. Fisher)

- (a) That the reduction in funding available from the Government meant that the University was required to provide support to new students as part of the social inclusion model for education, noting that the University had a legal responsibility to ensure that student support provision for disabled students was reasonable and accessible.
- (b) That the University had established working groups for Disability Student Allowance and Lecture Capture.
- (c) That the University will be offering discounted rates for accommodation to those students who have specific medical or disability requirements.
- (d) That students who had existing provision will be unaffected in 2016/17.
- (e) That there will be Window on Warwick Sessions available in June and July 2016 providing further information for staff.

(by Ms S Beaufoy)

- (f) That the ITS department had made assisted software, such as Mind Map and Read Aloud, available on ITS managed equipment and accessible for use by all students and staff.
- (g) That the Estates department had established a code of conduct that was issued to all contractors, which included parking restrictions, with penalty clauses for repeat offenders
- (h) That in comparison with other Russell Group Universities, Warwick was ahead in terms of being in a position to respond positively to students' needs and expectations as a result of these changes in Government policy.

(by Dr A Phillips)

- (i) That the use of Lecture Capture presented pedagogical issues, in addition to access and usage issues, and that the use of Lecture Capture should not only be considered by the DSA Working Group, noting that other key stakeholders needed to be involved in any decision made with regard to agreeing that Lecture Capture be made available for all teaching activity.

(by Ms E Dunford)

- (j) That feedback from students had identified issues with mobility and access around campus.

26/15-16 Proposal to Rename the Faculty of Medicine

CONSIDERED:

A proposal from the Registrar to change the name of the Faculty of Medicine to the Faculty of Health and a change to the constitution of the Board of the Faculty, as set out in paper BFA.09/15-16.

RECOMMENDED: (to the Senate)

That the proposal to change the name to the Faculty of Medicine to the Faculty of Health and a change to the constitution of the Board of the Faculty, as set out in paper BFA.09/15-16, be approved

27/15-16 Proposed Statement of Expected Behaviour for Students

RECEIVED:

A paper outlining a proposed Statement of Expected Behaviour for Students, developed following the approval of the Student Discipline Framework by Senate in October 2015, as set out in paper BFA.10/15-16, together with an oral update from the Director of the Delivery Assurance and Resolution Service.

REPORTED: (by Y Salter Wright)

- (a) That the proposed statement was intended as an expression of transparency and best practice, and outlined behaviours and expectations as set out in the University Regulations, Guidelines and Ordinances.
- (b) That it was not intended that any action could be brought against a student on the basis of this document alone, and that any instance of student discipline would be as a result of behaviour deemed to be outside of the University Regulations.
- (c) That following the current consultation period, a restructured paper would be formally considered by Boards of the Faculties in term 3, before being considered by the Senate in Summer 2016.
- (d) That it was accepted that the University could do more to support international students in understanding the language used within the Statement of Expected Behaviours for Students.

(by F Farnsworth)

- (e) That the statement focused on the expectation of students to take responsibility for seeking support and does not make clear what support is available from the University

(by Professor A Cooley)

- (a) That the statement should clearly define the expectations related to the dignity of staff and students.

(by Professor M Freely)

- (f) That the University needed to consider how it will ensure students can fully engage with the Statement of Expected Behaviour for Students.

(by Ms E Dunford)

- (g) That the language used within the statement was perceived as complicated and inaccessible to International students.
- (h) That the statement did not make clear the meaning of consent and that it would be valuable for students to have a clear explanation of what was meant by consent.

RESOLVED:

- (a) That the feedback provided by the Board of the Faculty of Arts on the Statement of Expected Behaviour for Students, be incorporated into the development of the statement by the Director and Senior Assistant Registrar from the Delivery Assurance and Resolution Service.
- (b) That members of the Board of the Faculty of Arts be encouraged to email any further feedback to studentdiscipline@warwick.ac.uk
- (c) That the Secretary would email any comments received from members of AGSC and AUSC to the Delivery Assurance and Resolution Service.
- (d) That the proposed Statement of Expected Behaviour for Students, as set out in paper BFA.10/15-16, be noted.

28/15-16 First Year Undergraduate Mentoring Scheme: Statement of Good Practice Proposal

CONSIDERED:

A paper setting out a proposal for a peer-to-peer mentoring scheme statement of good practice for first year undergraduates in the Faculty of Arts (paper AUSC.26/15-16 (revised)).

REPORTED: (by Ms E Dunford)

- (a) That a number of departments had similar schemes that were in place across the Faculty and that feedback from AUSC was that the paper should be repositioned as a good practice paper.

(by Dr J Lee)

- (b) That the paper proposed the adoption of good practice for all departments which included training, a written agreement, a point of contact within departments and that generic materials be made available on the Faculty website.

(by Dr L Bourdua)

- (c) That the suitability of mentors and selection methods used should be considered within departments, particularly for larger departments.
- (d) That the statement should clearly identify academic involvement in the scheme.

(by the Secretary)

- (e) That the Assistant Registrar (Teaching and Learning) would support the scheme at Faculty level and that the Senior Assistant Registrar (Teaching Quality) was keen to eventually model the scheme University-wide.

RESOLVED:

- (a) That the paper be changed slightly to reflect the feedback from the members of the Board.
- (b) That a project group be established to implement this initiative in the Faculty.

29/15-16 Items from the Faculty of Arts Undergraduate Studies Committee

REPORTED:

- (a) That one of the key focuses of the Committee would be on students of Joint Degree programmes, ensuring consistency of approach for these students across the Faculty and University.
- (b) That the policies for submission of assessed work across the Faculty differed and members had been asked to ascertain what their department's policy was on submission, noting that where a dual system was in place students should not be penalised for late submission of hard copies.
- (c) That the response rate for PVC memos was not sufficient when requesting extensions for submission.

30/15-16 Items from the Faculty of Arts Graduate Studies Committee

REPORTED:

- (a) That the departmental visits for PGR Monitoring visits commenced in January 2016, noting that other than the Centre for Renaissance Studies, all other Faculty PGR Monitoring visits would not occur until 2016/17.
- (b) That the PGR Scholarships Competition had commenced and results will be confirmed in March 2016.
- (c) That the Graduate School had reported that a range of options were in the process of being considered for supporting PGR students to increase submission rates and the status of proof reading was discussed.
- (d) That the AHRC Consortium bid was ongoing and further information would be reported once available.

31/15-16 Next Meeting

REPORTED:

That the next meeting of the Board would take place on Wednesday 17 February 2016, 2-4pm, Council Chamber, Senate House.

32/15-16 Chair's Action

(a) Faculty Representation on the Senate

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to recommend that Professor Alison Cooley, Head of Classics and Ancient History, be approved by the Steering Committee to be one of the Faculty of Arts representatives on the Senate until 31 July 2017 (paper BFA.01/15-16 (revised 2) [available online](#)).

(b) AGSC Membership

REPORTED:

That Fiona Farnsworth had been confirmed as the student representative on the Graduate Studies Committee of the Board of the Faculty of Arts (paper BFA.01/15-16 (revised 2) [available online](#))

(c) 2016 Research Showcase

REPORTED:

That the Chair of the Board, together with the other Faculty Chairs, had agreed to contribute £250 towards the prizes for the 2016 Research Showcase to be held on 8 June 2016 from the Faculty budget.

33/15-16 Assessment and Feedback

RECEIVED:

- (a) A composite report on timeliness of feedback on assessment submitted in Summer Term 2014-15 across the Faculty of Arts (paper BFA.03/15-16), noting that the format of the report has changed at the request of the Academic Quality and Standards Committee.
- (b) A composite report on timeliness of feedback on assessment submitted in Autumn Term 2015-16 across the Faculty of Arts (paper BFA.07/15-16) noting that the format of the report has changed at the request of the Academic Quality and Standards Committee.

34/15-16 Report from the Faculty of Arts Undergraduate Studies Committee-

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty of Arts Undergraduate Studies Committee held on 3 February 2016 (paper BFA.11/15-16).

35/15-16 Report from the Faculty of Arts Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty of Arts Graduate Studies Committee held on 2 February 2016 (paper BFA.12/15-16, available online).

36/15-16 Report from the Arts Faculty Research Committee

RECEIVED:

The unconfirmed draft minutes of the meeting of the Faculty of Arts Research Committee held on 2 December 2015 (paper BFA.13/15-16, available online).

37/15-16 Faculty of Arts Lunches in 2015-16

REPORTED:

That the future Faculty of Arts lunch in the academic year 2015-16 would be held on the following date:

Summer term: Tuesday 31 May 2016, 12.00-13.00, venue TBC.