

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Monday 18 May 2015.

Present: Professor M Freely (in the Chair), Dr J Alexander, Dr D Biggerstaff, Dr L Bourdua, Professor D Branch, Dr C Britzolakis, Dr J Burns, Professor A Cooley, Dr T Crowther, Dr D Fearn, Professor S Hand, Dr J Lee, Dr D Lines, Professor A Menezes (Deputy Chair), Dr A Phillips, Dr S Purcell, Dr P Roberts, Professor P Scott, Mr E Stewart, Dr T White, Dr N Whybrow.

Apologies: Dr S Allan, Dr R Fagge, Professor E Gallafent, Dr A Gerritsen, Dr C Hampton, Ms R Hiscock, Professor A Howard, Professor M Hulse, Professor C Jenainati, Professor P Marshall, Professor D Morley, Dr C Walton.

In attendance: Ms C Cadman (Assistant Secretary (Undergraduate)), Ms M Khan (Secretary), Ms G McGrattan (for item 60/14-15), Dr E Melia (for item 61/14-15), Ms Y Salter-Wright (for items 62/14-15 and 63/14-15), Ms J Sharp (Assistant Secretary (Postgraduate)), Ms S Tuersley (for item 59/14-15).

47/14-15 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 11 February 2015.

RESOLVED:

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

48/14-15 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Board of the Faculty of Arts have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available from <http://www.hefce.ac.uk/pubs/year/2009/200914/>;
- (b) That no conflicts of interest relating to agenda items for the meeting were reported.

(a) Appointment of the Chair of the Faculty of Arts

REPORTED:

- (i) That, in accordance with Statute 17 (3) and arrangements for the selection and appointment of Faculty Board Chairs approved by Faculty Boards and the Senate in Spring 2011, the Registrar wrote to members of the Board of the Faculty of Arts on 27 April 2015 to confirm that the Vice-Chancellor recommends that Professor Simon Gilson be appointed as Chair of the Faculty of Arts for a first term of office, with effect from 1 September 2015;
- (ii) The expectation is that the term of office for a Faculty Board Chair should be for an initial period of three years, and Statute 17 (3) provides for annual re-appointment;
- (iii) That members of the Board of the Faculty of Arts responded to the Registrar by 1 May 2015 to confirm support of the recommendation that Professor Simon Gilson be appointed as Chair of the Faculty of Arts with effect from 1 September 2015;
- (iv) That the Board of the Faculty of Arts approved, via correspondence, the appointment of Professor Simon Gilson as Chair of the Board of the Faculty of Arts for a first term of office with effect from 1 September 2015.
- (v) That the Board congratulated Professor S Gilson on his appointment as the Chair of the Faculty of Arts with effect from 1 September 2015.

(b) Board of the Faculty of Arts and its Sub-Committees

CONSIDERED:

- (i) A paper from the Secretary outlining a proposal to amend the memberships of the Graduate and Undergraduate Studies Committees of the Board of the Faculty of Arts (BFA.22/14-15);
- (ii) Nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2015/16 (paper BFA.21(a)-(c)/14-15); together with a proposal that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

- (iii) That the proposal to amend the memberships of the Graduate and Undergraduate Studies Committees of the Board of the Faculty of Arts with effect from academic year 2015/16, be approved
- (iv) That the proposed nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2015/16, as set out in paper BFA.21(a)-(c)/14-15), be approved.

- (v) That the appointment or recommendation to any vacancies to the Board of the Faculty of Arts and its sub-committees for the academic year 2015/16 be approved by the Chair on behalf of the Board during the summer months.

(c) University-Level Committees

CONSIDERED:

Nominations on appointments for individuals to represent the Faculty of Arts on University committees for the academic year 2015/16 (paper BFA.21(e)-(t)/14-15), together with a proposal that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

- (i) That the nominations on appointments for individuals to represent the Faculty of Arts on University committees for the academic year 2015/16 be approved.
- (ii) That the nominations or recommendation to any vacancies for individuals to represent the Faculty of Arts on University committees for the academic year 2015/16 be approved by the Chair on behalf of the Board during the summer months.

(d) Election of Board Members to the Senate

REPORTED:

- (i) That the continuing members of the Senate appointed by the Board of the Faculty of Arts (with their term of appointment in brackets) were as follows:

Professor Daniel Branch (2017) Department of History

Professor Sean Hand (2017) School of Modern Languages and Cultures

Professor David Morley (2017) Department of English and Comparative Literary Studies

- (ii) That there were three vacancies on Senate for representative members of the Board of the Faculty of Arts for the period 1 August 2015 to 31 July 2018 arising from the end of the term of office of Dr Catherine Constable, Professor Alison Menezes and Professor Stephen Shapiro.
- (iii) That nominations from the Board for a replacement member were requested by email on 21 April 2015 to be submitted by 12.00 noon on 8 May 2015.
- (iv) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors or heads of department.

RECEIVED:

Regulation 2.2 governing the election of representatives of the Boards of the Faculties to membership of the Senate (paper BFA.23/14-15).

CONSIDERED:

The election of three representatives of the Board of the Faculty of Arts to the Senate for the period 1 August 2015 to 31 July 2018.

RESOLVED:

That Professor M Freely (Department of English and Comparative Literary Studies), Dr P Roberts (Department of History) and Dr N Whybrow (School of Theatre, Performance and Cultural Policy Studies) be nominated as the three representatives of the Board of the Faculty of Arts to the Senate for the period 1 August 2015 to 31 July 2018.

RECOMMENDED: (to Senate)

That Professor M Freely (Department of English and Comparative Literary Studies), Dr P Roberts (Department of History) and Dr N Whybrow (School of Theatre, Performance and Cultural Policy Studies) be elected as members of the Senate to represent the Board of the Faculty of Arts to serve for the period 1 August 2015 to 31 July 2018.

50/14-15 First Year Board of Examiners 2014/15

(a) Membership of the First Year Board of Examiners

RECEIVED:

Departmental membership of the First Year Board of Examiners for the Faculty of Arts for the academic year 2014/15 for meetings in June and September 2015 (paper BFA.21(d)/14-15).

RESOLVED:

- (i) That the nominations of departmental membership for the First Year Board of Examiners for the Faculty of Arts for the academic year 2014/15, as set out in paper BFA.21(d)/14-15, be approved.
- (ii) That the nominations to any vacancies to the First Year Board of Examiners for the Faculty of Arts for the academic year 2014/15 be approved by the Chair on behalf of the Board during the summer months.

(b) Undergraduate Examination Conventions for the First Year Board of Examiners

RECEIVED:

- (i) The current University conventions for the First Year Board of Examiners, applicable to students who commenced their course of

study in September 2013 or later, as set out in paper AUSC.66/14-15, noting that the proposed amendments to the First Year Board of Examiners' harmonised conventions as set out in paper BUGS.9/14-15 were pending approval from the Academic Quality and Standards Committee and the Senate;

- (ii) A copy of the Faculty Conventions of the First Year Board of Examiners for the Faculty of Arts, as set out in paper BFA.4/06-07, noting that these would apply to students who commenced their studies prior to September 2013 only.

51/14-15 Matters Arising on the Minutes

- (a) Space (minute BFA.31(c)/14-15 referred)

REPORTED:

That room H0.42 had been allocated as a PGR study space with effect from academic year 2015/16.

(by the Chair of the Graduate Studies Committee of the Board of the Faculty of Arts):

That discussions were underway to determine how the space would be used and what equipment was needed, and that any suggestions should be sent to Dr P Roberts.

- (b) National Student Survey (minute BFA.31(e)/14-15 referred)

REPORTED:

- (i) That NSS 2015 closed on Thursday 30 April 2015, noting that the institutional response rate surpassed that achieved in NSS 2014 (paper AQSC.72/14-15) and that the "departmental-level" statistics are for internal use only;
- (ii) That the first release of Warwick's NSS 2015 data would take place on 31 July 2015, noting that it would be under strict embargo until public release on 12 August 2015;
- (iii) That students' open comments would be released for internal use only on 20 August 2015;
- (iv) That the Teaching Quality Team would provide departments with specific timescales for release of tailored NSS datasets later in term 3;
- (v) That Unistats (KIS) would be updated on 2 September 2015 with NSS 2015 information.
- (vi) That the Teaching Quality team would be holding a debrief and planning session to facilitate getting as accurate a target list for NSS 2016 as possible, which will be open to all staff. Colleagues wishing to attend this session (date to be confirmed) are invited to express their

interest by emailing quality@warwick.ac.uk before the end of May 2015.

52/14-15 Chair's Business

(a) Faculty Appointment

REPORTED:

- (i) That Dr J Lee (School of Modern Languages and Cultures) had been appointed as the new Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts with effect from the next academic year, 2015-16;
- (ii) That the Chair extended her thanks to Professor C Jenainati and Mr E Stewart for their work as Chair and Deputy Chair respectively of the Undergraduate Studies Committee of the Board of the Faculty of Arts over the past three years;
- (iii) That Dr P Roberts (Department of History) would continue as Chair of the Graduate Studies Committee of the Board of the Faculty of Arts and that Dr Z Newby (Department of Classics and Ancient History) would remain as Deputy Chair.

(b) California

REPORTED:

- (i) That, following the recommendation of Senate and approval by the University Council, the California project had moved to phase one of developments;
- (ii) That eight work streams had been set up; the four Faculties plus a Teaching and Learning stream Chaired by Professor C Jenainati, a Research stream chaired by Professor S Jacka, a Public Engagement stream Chaired by Professor P Thomas and a Campus Development stream chaired by Professor S Hand.

(c) Warwick International Higher Education Academy (WIHEA)

RECEIVED:

An oral update from the Chair on the WIHEA, noting that:

- (i) That WIHEA is the University's new professional association for academic staff;
- (ii) That the launch of WIHEA took place on 7 May 2015 at the University's Teaching and Learning Showcase;
- (iii) That an advert had been posted for the position of Academic Director (Warwick International Higher Education Academy) (0.7 FTE) with a closing date of 20 May 2015. Colleagues interested in this position

were encouraged to speak to Professor C Hughes (Pro-Vice-Chancellor (Teaching and Learning));

- (iv) That colleagues were encouraged to feed into the discussion as the aims and objectives of the WIHEA are developed.

RESOLVED:

- (v) That members of the Committee welcomed the Academy and the recognition that it would give to teaching staff;
- (vi) That Committee members raised concerns about the absence of engagement and consultation with the Faculty of Arts including the Board of the Faculty of Arts and its sub-committees on the development of the initiative and that future developments should be considered by the Board and its sub-committees.
- (vii) Dr D Fearn would contact Professor C Hughes to discuss some concerns raised by Committee members.

RECOMMENDED: (to the Pro-Vice-Chancellor (Teaching and Learning))

- (viii) That the Board of the Faculty of Arts and its sub-committees receive regular updates on the progress and development of the WIHEA;
- (ix) That the Board of the Faculty of Arts and its sub-committees are consulted before any changes to the remit and scope of the WIHEA on the delivery of the University's Teaching and Learning Strategy.

53/14-15 Disabled Students' Allowance Update

RECEIVED:

A paper from the University Disability Coordinators on the University's response to changes to the Disabled Students' Allowance, as set out in paper AQSC.42/14-15.

54/14-15 Graduate Studies Committee of the Board of the Faculty of Arts

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

That the main points of discussion at the Graduate Studies Committee of the Board of the Faculty of Arts centred on TeachHigher and Postgraduate Open Days.

55/14-15 Undergraduate Studies Committee of the Board of the Faculty of Arts

REPORTED: (by the Secretary)

That the main points of discussion at the Undergraduate Studies Committee of the Board of the Faculty of Arts centred on TeachHigher, the course approval process review and the review of mitigating circumstances policies and guidance.

56/14-15 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2014-15 across the Faculty of Arts (paper BFA.19 (revised)/14-15).

REPORTED:

- (a) That all departments in the Faculty of Arts were encountering problems with Tabula, with each department using the system in different ways and for different purposes.
- (b) There were concerns at the level of student data visible and held in Tabula and whether students were aware of this and what security measures were in place to ensure the data is secure.
- (c) Concerns were raised on why Tabula was being promoted as an administrative system that academic departments must use when it was failing to deliver the basic functions.

RESOLVED:

- (d) That the multiple platforms being created for supporting administrative activities for academic departments should be immediately reviewed and the existing systems should be better utilised including the greater use of SITS.

RECOMMENDED: (to the Deputy Director of ITS)

- (e) That a review of the current IT administrative systems be undertaken with involvement of representatives of the Faculty of Arts.
- (f) That the existing administrative platform of SITS be developed to support departments in the delivery of departmental administrative activities.

RECOMMENDED: (to the Academic Quality and Standards Committee)

- (g) Clarification on why Tabula had been selected as the administration system for departments to use.

57/14-15 Student Representative Report

RECEIVED:

An oral report from the Secretary, noting that the Faculty of Arts Undergraduate Student Representative had sent her apologies for the meeting and expressed her agreement with the concerns raised regarding TeachHigher at the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts on 13 May 2015.

58/14-15 University Research Centre: Warwick Cancer Research Centre

REPORTED:

- (a) That the paperwork for this new centre was considered by Research Committee at its meeting on 19 February 2015 and the Research Committee resolved that the Centre should be recommended to Senate for approval;
- (b) That it was agreed that the paperwork would be sent to Faculty Boards for consideration.

CONSIDERED:

A proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 & BFM.12/14-15.

RECOMMENDED: (to the Research Committee)

That the request from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 and BFM.12/14-15, be approved.

59/14-15 Humanities Building

RECEIVED:

An oral report from the Assistant Registrar (Strategy and Change) on the progress of the new Humanities Building project (paper BFA.20/14-15), noting that:

- (i) Staff were invited to provide suggestions and feedback, including examples of other institutions with similar building projects, to the Assistant Registrar (Strategy and Change) via e-mail (S.Tuersley@warwick.ac.uk);
- (ii) The needs of those with disabilities would be taken in to account when designing the building;
- (iii) That further information could be found on the Humanities Building webpages: <http://www2.warwick.ac.uk/fac/arts/resources/humanitiesbuilding/> and that any ideas for other communication channels would be welcomed.

60/14-15 TeachHigher

CONSIDERED:

A presentation on the TeachHigher initiative as set out in paper BGS.52/14-15, prepared by the TeachHigher team.

RECEIVED:

An oral update from the Director of Human Resources on the progress of the TeachHigher initiative.

REPORTED: (by the Director of Human Resources)

- (a) That TeachHigher had been created to assist academic departments in engaging hourly paid teachers and researchers;
- (b) That TeachHigher had been created to professionalise the relationship with hourly paid teachers and researchers by giving greater transparency on remuneration, provide access to training and development and assistance with contracts;
- (c) That departments would retain responsibility for hiring decisions and that departments would not need to advertise a vacancy if a suitable candidate had already been found;
- (d) That the decision to proceed with the pilot for TeachHigher was taken by the Provost and Registrar on 28 March 2015;
- (e) That the pay rates and terms and conditions would be published by 1 June 2015 and that feedback would be welcomed;
- (f) That the management and operational oversight for TeachHigher was yet to be confirmed;

(by Professor D Branch)

- (g) That information on TeachHigher had not been communicated well to staff in departments;
- (h) That there should be consultation with departments that are not involved in the pilot scheme when reviewing the pilot and deciding on the future of TeachHigher;

(by the Secretary):

- (i) That clarification was required on the management, governance and reporting structure of TeachHigher;
- (j) That if TeachHigher would be providing access to training, development and CPD activity then this would be a shift in the initiative being a purely administrative function to one entering the domain of teaching, learning and development;
- (k) That members of the Board felt greater transparency was required on who is currently working on the TeachHigher initiative and where and by whom decisions were being made.

RECOMMENDED: (to the Director of Human Resources and the TeachHigher Team)

- (l) That clarification be provided on the management, governance and reporting structure of TeachHigher;
- (m) That the documentation pertaining to the approval of the pilot are released to members of the Board of the Faculty of Arts;
- (n) That representatives of the Board of the Faculty of Arts are involved in the review of the pilot;
- (o) That the Board of the Faculty of Arts receives regular updates on the progress and development of the TeachHigher pilot.

61/14-15 Timetabling Policy

RECEIVED:

An oral update from the Senior Assistant Registrar (Space Management and Timetabling) on the University timetabling policy, noting that:

- (a) That a Timetabling Systems Manager had been appointed and would be working on software developments and electronic module registrations;
- (b) That the provision of personalised timetables was being considered and that this would require Departments to ensure that locally timetabled teaching is recorded on the central timetabling system. An analysis project was ongoing to assess how this takes place.

62/14-15 Student Complaints Resolution Pathway and Procedure Review Consultation

CONSIDERED:

A paper and oral report from the Director of Delivery Assurance inviting initial feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedure since its introduction on 29 September 2014, with a view to detailed proposals for refinements being put forward to the Senate in the Summer Term (paper AQSC.43/14-15).

REPORTED:

That feedback could be submitted via the brief online feedback form found on the Student Feedback and Complaints webpages (<http://www2.warwick.ac.uk/services/aro/studentfeedbackandcomplaints/informationforstaff>) or via e-mail to the Student Complaints Resolution Team (studentcomplaints@warwick.ac.uk).

RECOMMENDED: (to the Director of Delivery Assurance)

That the draft proposals refining the Student Complaints Resolution Pathway Procedure are put forward to the Board of the Faculty of Arts for consideration by correspondence before these are considered by the Senate.

63/14-15 Student Discipline Framework Review Consultation

CONSIDERED:

A paper and oral report from the Director of Delivery Assurance inviting initial comments on the plans to revise the student discipline framework, and associated University Regulations, while retaining the University's zero tolerance policy on illegal substances and introducing a summary statement of expected student behaviours (paper BFA.26/14-15).

REPORTED:

(a) That the proposals would be considered by the Senate on 29 June 2015;

(by Dr D Fearn)

(b) That there was reference to extensive support being provided for students with mental health issues, however many members of staff felt that this was not the case, with staff in departments increasingly placed in a position to offer support and take decisions that they were not trained for;

(c) That with increasing numbers of students suffering from mental health issues, additional trained support should be provided by the University.

RECOMMENDED: (to the Director of Delivery Assurance)

That the draft proposals and amendments to the University Regulations are put forward to the Board of the Faculty of Arts for consideration by correspondence before these are considered by the Senate.

64/14-15 Items for Discussion at Senate

CONSIDERED:

Items for discussion at the next meeting of the Senate.

RESOLVED:

That the following items would be put forward for consideration at the next meeting of the Senate:

(a) Appointment of Professor S Gilson as the new Chair of the Faculty of Arts with effect from 1 September 2015;

(b) Proposal to revise the constitution of the Board of the Faculty of Arts as set out in Ordinance 7;

(c) Election of Board of the Faculty of Arts members to the Senate;

(d) Membership of the Board of the Faculty of Arts and its sub-committees for academic year 2015/16;

(e) Membership of the First Year Board of Examiners for the Faculty of Arts for academic year 2014/15;

- (f) The new Humanities Building;
- (g) The Faculty of Arts REF 2014 Impact Workshop held on 11 May 2015;
- (h) Warwick in California;
- (i) The Faculty of Arts Festival of Postgraduate Research between 24 May and 4 June 2015.

65/14-15 Dates of 2015/16 Committee Meetings

REPORTED:

That the dates and venues for the Board's meetings for the academic year 2015/16 would be confirmed in due course.

66/14-15 Arts Faculty Research Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Arts Faculty Research Committee held on 4 March 2015 (paper BFA.27/14-15).

MK/CC 20/05/2015
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