

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF ARTS
OPEN MINUTES OF THE MEETING HELD 12.00-2.00PM, TUESDAY 17 NOVEMBER 2020
VIA MS TEAMS

Present	Penny Roberts	PR	Chair and Vice-Provost
	Agatha Allen-Jones	AAJ	Undergraduate Student Representative
	Katherine Astbury	KA	School of Modern Languages and Cultures (arrived at 1.00pm)
	Jennifer Burns	JB	Deputy Chair of the Faculty Education Committee
	Rebecca Earle	RE	Department of History
	Hakan Ferhatosmanoglu	FH	Faculty of Science, Engineering and Medicine Representative
	Pierre-Philippe Fraiture	PPF	School of Modern Languages and Cultures
	Stuart Hampton-Reeves	SHR	School of Creative Arts, Performance and Visual Cultures
	Elisabeth Herrman	EH	School of Modern Languages and Cultures (left at 12.55pm)
	Sarah Hodges	SH	Department of History (left at 1.30pm)
	Christoph Hoerl	CH	Department of Philosophy/Faculty of Social Sciences Representative
	David Lambert	DL	Department of History
	Emma Mason	EM	Department of English and Comparative Literary Studies
	Rachel Moseley	RM	Department of Film and Television Studies
	Zahra Newby	ZN	Department of Classics and Ancient History
	Stephanie Panichelli-Batalla	SPB	School for Cross-faculty Studies (left at 12.39pm)
	Lorenzo Pericolo	LP	School of Creative Arts, Performance and Visual Cultures
	Sidney Pycroft	SP	Undergraduate Student Representative
	Sarah Richardson	SR	Chair of the Faculty Education Committee
	Gavin Schwartz-Leeper	GSL	School for Cross-faculty Studies
	Michael Scott	MS	Department of Classics and Ancient History (left at 1.30pm)
	Helen Wheatley	HW	Deputy Chair
	Tim White	TW	Deputy Chair of the Faculty Education Committee
Attending	Yvonne Budden	YB	Head of Scholarly Communications (item 014 only)
	Rachel Dickinson	RD	Faculty Senior Tutor (left at 1.30pm)
	Alison Greenhalgh	AG	Faculty Secretary
	Diana Stonefield	DS	Director of Administration
Ref	Item		
	Acknowledgment from the Chair		
	The Chair opened the meeting by acknowledging the fantastic effort that all departments had made in meeting the challenge of blended learning and dealing with the impact of Covid 19.		
001	Apologies for absence		
	Apologies were received from Paul Botley (English and Comparative Literary Studies) and Tom Whittaker (School of Modern Languages and Cultures).		

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002	Declarations of Interest No new declarations were made.
003	Freedom of Information and Equality and Inclusion The Committee noted and agreed to abide by the Freedom of Information and Equality, Diversity and Inclusion policies.
004	Terms of Reference and Membership 2020-21 The Committee received the Terms of Reference and membership (004.BFA.171120). It was noted that JB features twice representing two different constituencies. ACTION: Secretary to follow up on membership representation.
005	Minutes of meeting held on 4 February 2020 The minutes of the meeting held on 4 February 2020 (005.BFA.171120) were received and approved.
006	Matters arising from meeting held on 4 February 2020 There were no matters arising from the meeting that were not covered on the agenda. The following key points were noted: <ul style="list-style-type: none"> • There was no meeting in May due to members' busy workload and no particular business to address. • Stephanie Panichelli-Batalla, HoD of the School for Cross-faculty Studies, was appointed a new member of Senate as a representative of the Board.
Chair's Update	
007	Chair's Business and Actions The committee received a verbal update from the Chair and key points were as follows: <p>a) Athena SWAN</p> <ul style="list-style-type: none"> • There was now regular Faculty representation on the University's Athena SWAN action group. • There were still no awards within the Faculty; however all departments would be required to give an annual report to the University as to their progress with Athena SWAN. • There were discussions taking place re. a possible Faculty-wide submission. <p>b) Sustainability</p> <ul style="list-style-type: none"> • There was now a Faculty Green Action Team, led by Lee Martin from SCAPVC, focusing on sustainability actions within the Faculty and around the new Faculty building. <p>c) Warwick in Venice</p> <ul style="list-style-type: none"> • The accommodation situation in Venice was still on hold due to the present situation but it was still hoped to secure residence in Venice for Venice term teaching. • This year Venice term teaching had been postponed to the spring term with a meeting due to take place to decide whether to retain this position or delay teaching in the spring term. <p>d) School of Creative Arts, Performance and Visual Cultures (SCAPVC)</p> <ul style="list-style-type: none"> • The new Head of School, Stuart Hampton-Reeves, was now in place. • The new Director for Warwick Writing Programme (WWP) was Ian Sansom. <p>e) Faculty Student Engagement Coordinator</p> <ul style="list-style-type: none"> • David Lees from the School of Modern Languages and Cultures, and GSL have jointly taken up the role of Faculty Student Engagement Coordinator. • The role was previously held by Lydia Plath from the Department of History; many thanks to Lydia for her work and contribution to the Faculty in the role.

	ACTION: HW to provide clarification around the University's travel policy on claiming the surcharge for air travel for research expenses when externally funded.
008	<p>Termly Faculty Assembly</p> <p>It was reported that the Assembly had been suspended due to the impact of Covid 19 on being unable to bring all members of the Faculty together. It was proposed to arrange an online Assembly around planned teaching and learning delivery for 2021/22.</p> <p>ACTION: SR to look at arrangements for an online Assembly on planning T&L for 2021/22; suggestions from members to be sent to SR/Secretary.</p>
009	<p>Faculty of Arts Building Update</p> <p>The Committee received an update from DS (008.AEC.19-20) and key points were as follows:</p> <ul style="list-style-type: none"> • Progress on the Faculty Building was on track with an expected completion date of July 2021. • A topping out ceremony had taken place bringing together all those that have been involved in the project and celebrating their successful collaboration. • GSL and David Lees were working with education committee student groups looking at how the building meets students' needs and how to support students navigate through the building. • Now starting to scope practical issues around moving, including sustainability and disposal and recycling of items.
010	<p>HoDs' Forum Update</p> <p>The Committee received a verbal update from the Chair and key points were as follows:</p> <ul style="list-style-type: none"> • Present circumstances had meant that the HoDs' Forum had changed; initially weekly meetings they were now fortnightly meetings. • A huge amount of work had been done by HoDs, SR and HW to keep on top of things during this complex and difficult period and there had been a tremendous effort by departmental colleagues during this period and from the Faculty in working together.
Faculty Business	
011	<p>Student Representatives Updates</p> <p>The committee received a verbal update from the student representatives and key points and discussions were as follows:</p> <p>a) UG Representative</p> <ul style="list-style-type: none"> • There had been discussions across the University by students around the need for clarity in communication with many students feeling confused and frustrated around teaching and seminars and arrangements for staying at home or being on campus. • Student reps meetings would provide further details for feedback to the Committee. • RE asked what forms of communication were most effective for different types of messages. • EM asked if students didn't know what to do or if it was a mix up in communication and conflicting information. • SHR raised the issue of consistency of information and whether departments were copied into central communications to students. • GSL reported that, together with DSEPs, work was underway on the results of the University's student surveys and how we act on those results. <p>b) PG Representative</p> <ul style="list-style-type: none"> • There was no report as the PG representative had not yet been appointed.

012	<p>Reports from Committees</p> <p>a) Arts Education Committee The Committee received the unconfirmed minutes of the meeting held on 28 October 2020 (012.BFA.171120) and a verbal update from its Chair with key points and discussions as follows:</p> <p>i) <u>Undergraduate Research Support Scheme (URSS)</u></p> <ul style="list-style-type: none"> • The Faculty has the lowest number of URSS awards and applications, with applications being of the lowest quality. • Communications would be going out to Faculty staff and students about URSS opportunities to raise publicity and address inconsistency across Faculty. • There would be a match making service for students to help them find appropriate supervision staff. • There would be bid writing workshops to help students get their project approved. • URSS would accept group and interdisciplinary projects, and projects supervised by staff from professional services departments. • HW asked for the call out to tie in with the City of Culture which offers opportunities for student research and wider collaboration. • SHR reported that in April, the same month as the City of Culture, Warwick would be hosting the British Conference of Undergraduate Research (BCUR) and the World Congress on Undergraduate Research. • MS reported that the Warwick Institute of Engagement (WIE) work on getting public engagement onto the student experience agenda and it might be possible for co-produced staff/student public engagement projects to apply. <p>ii) <u>Academic Promotions Teaching Focused Staff</u></p> <ul style="list-style-type: none"> • WIHEA Teaching Recognition and Reward (TR&R) Learning Circle had received reports from across the University that department promotion committees did not seem aware of the new promotion criteria as it affects teaching focused staff. • SR shared with the Committee a document drawing together examples for successful teaching focused academic promotion to help departments encourage teaching focused staff to apply. • EM raised concerns around the proposal on the promotion site for the diagonal move onto a research and teaching contract as different types of candidates made it difficult to switch over and there were different promotional processes in moving from different contracts. • SR stated that the aim was to encourage staff to consider the broad spectrum of their experiences and raise awareness in departments. <p>b) Arts Faculty Research and Impact Committee The Committee received the minutes of the meeting held on 17 June 2020 (012a.BFA.171120) and a verbal update from its Chair with key points and discussions as follows:</p> <ul style="list-style-type: none"> • Thanks were noted for all those working extremely hard on preparing the REF submission. • There was an ongoing discussion around the impact of Covid 19 on research in terms of the impact on working carers, adjustments around cancellation of research leave, and reduction and reorganising of internal funding for research across the University. • City of Culture communications would include a call out from WIE for participation across the University and Faculty departments to get involved in a variety of roadshows and outreach events to encourage staff and students to get involved in the public programme for the City of Culture year. • A new role of Faculty of Arts Curator would be responsible for curating fantastic new spaces for engagement performance and exhibition screenings around the new Faculty of Arts building,
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working closely with Warwick Arts Centre as well as Faculty departments to think how spaces can be best used to show off the Faculty's research and engagement, the call out would be for someone to take on the role in the beginning of January.

- Thanks were noted for colleagues who had or were about to participate in the Faculty of Arts at Home series of videos, set up during lock down and now extended for the academic year, to showcase research that was continuing and which played an important part to raise the Faculty research profile both within and outside the University. These were particularly important in relation to the UK Research and Development Roadmap in highlighting the Faculty's research and research excellence.
- It was confirmed that the Faculty of Arts away day had been shelved due to issues with event capacity, funding cuts and the appetite of staff and students to deal with another online event.

c) Arts Equality and Inclusion Forum

The Committee received the minutes of the meeting held on 20 October 2020 (012b.BFA.171120) and a verbal update from its Chair with key points and discussions as follows:

- Decolonising the curriculum: SMLC had held a focus group with black students who requested more African/black art and literature be taught.
- Only 5% of UG cohort is made up of black students who have more teaching and learning problems together with more mitigating circumstances.
- Anna Harpin from Theatre and Performance Studies had drafted a document that referred to social inclusion in our systems and a set of measures to foster a higher degree of racial integration particularly with regards to recruitment of new colleagues.
- Covid 19 has meant that in some instances and areas we have been unable to implement agenda and be as equal and inclusive as we would like to be with a massive impact on our BAME students being disproportionately affected by the virus not being able to attend f2f classes as much as other students and struggling to access online resources.
- There has been a massive impact on student learning and equality and on staff wellbeing and workload, with blended learning being very time consuming and staff unable to reconcile family responsibilities with work responsibilities; working parents and carers in the Faculty have faced great difficulties with an effect on future promotions for which the University will need to find solutions and apply a more flexible attitude.
- SR stated that plans for 2020/21 face uncertainty and the mix of online and f2f had not been appreciated enough.
- ZN raised concerns around tension with continuing blended learning and not overloading staff.
- RM stated that the use of the word 'flip' in relation to blended learning did not help as the amount of work in preparing online materials, even for existing teaching was unsustainable; concerns that students love it and we would face major problems going forward.
- GSL mentioned the risks around continually asking students what they want but not considering consequences or framing the risks. Staff who have flexibility and time are advantaged more than those staff who cannot meet students' expectations.
- TW pointed out the issue was to get back control of the mix so that rather than being driven by events it was informed by preference, pedagogy and capacity.
- SHR concerned that diversity in staff was a serious problem with Warwick well behind where it should be and strategic interventions needed.
- PR stated a common approach to appointment procedures was needed rather than a devolved approach to recruitment.
- ZN mentioned the need to increase the diversity of Arts PhD students maybe through targeted scholarships.
- LP concerned that although good in principle these ways forward were not always practical.

University Business	
013	<p>University Research Centres – Triennial Review</p> <p>The Committee received reports (013.BFA.171120) and (013a.BFA.171120) and recommendations were as follows.</p> <p>DECISION:</p> <ol style="list-style-type: none"> 1. The Committee recommended to the University Research Committee that the Yesu Persaud Centre for Caribbean Studies continue for a further three years; 2. The Committee recommended to the University Research Committee that the European History Research Centre (EHRC) continue for a further three years; 3. The Committee recommended to the University Research Committee that the Centre for Mechanochemical Cell Biology (CMCB) continue for a further three years; 4. The Committee recommended to the University Research Committee that the Warwick Centre for Applied Health Research and Delivery (W-CAHRD) continue for a further three years; 5. The Committee recommended to the University Research Committee that the Warwick Industrial Biotechnology and Biorefining (WIBB) be dis-established; 6. The Committee recommended to the University Research Committee that the Centre for Operational Policing Research (COPR) continue for a further three years; 7. The Committee recommended to the University Research Committee that Connecting Research on Employment and Work (CREW) continue for a further three years; 8. The Committee recommended to the University Research Committee that the Criminal Justice Centre continue for a further three years.
014	<p>Wellcome Trust Revised Open Access Policy</p> <p>The Committee received a report from YB (014.BFA.171120) and key points were as follows:</p> <ul style="list-style-type: none"> • New requirements from Wellcome Trust will apply to funded papers submitted to journals on or after 1st January 2021. • Paper gives a brief rundown of requirements and looks at the implementation plan for the Warwick principles for research evaluation including a piece of work to develop a full implementation plan to be published at the end of the year; recognised that it's a very strict policy compared to other funders. • Library is working with national negotiating group for the sector who is working with publishers to attempt to ensure that the various transformative agreements will make hybrid journals permissible within the strictures of the Wellcome Trust policy, and University is working closely with the group to ensure that as many journals and publishers as possible are compliant with the policy's requirements. • It's hoped that the work on the implementation of the principals of research evaluation will prompt discussion across the University.
Other	
015	<p>Any other business</p> <p>There was no other business.</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
016	<p>No items below the line to report.</p>
	<p>Senate Committee Minutes and Reports</p> <p>Board of the Faculty of Arts http://warwick.ac.uk/committees/bfa/minutes</p> <p>Faculty Education Committee https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes/</p> <p>Board of Graduate Studies http://warwick.ac.uk/committees/bgs/minutes</p> <p>Partnerships Committee http://warwick.ac.uk/committees/partnerships/minutes</p>

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	Academic Quality and Standards Committee http://warwick.ac.uk/committees/aqsc/minutes Student Learning Experience and Engagement Committee https://warwick.ac.uk/committees/sleec/minutes University Education Committee https://warwick.ac.uk/committees/ec/minutes
Next meeting: 12:00, Tuesday 2 February 2021	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
[2020-21]			
004 ToR and Membership 2020-21.	ACTION: Secretary to follow up on membership representation.	AG, Feb Board meeting	
007 Chair's Business and Actions	ACTION: HW to provide clarification around the University's travel policy on claiming the surcharge for air travel for research expenses when externally funded.	HW, Feb Board meeting	
008 Termly Faculty Assembly	ACTION: SR to look at arrangements for an online Assembly on planning T&L for 2021/22; suggestions from members to be sent to SR/Secretary.	SR, spring term	