

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF ARTS
OPEN MINUTES OF THE MEETING HELD 12.00-2.30PM, TUESDAY 22 FEBRUARY 2022
VIA MS TEAMS

Present	Penny Roberts	PR	Chair and Vice-Provost
	Jeremy Ahearne	JA	Deputy Chair (Research) and Chair of the Arts Faculty Research and Impact Committee
	Katherine Astbury	KA	School of Modern Languages and Cultures
	Paul Botley	PB	Department of English and Comparative Literary Studies
	Jennifer Burns	JB	School of Modern Languages and Cultures and Director of the Centre for Arts Doctoral Research Excellence (left at 1.00pm)
	Pierre-Philippe Fraiture	PPF	School of Modern Languages and Cultures and Chair of the Faculty Equality and Inclusion Working Group (left at 1.30pm)
	David Lambert	DL	Department of History and Director of the Humanities Research Centre
	Joanne Lee	JL	School of Modern Languages and Cultures
	Tim Lockley	TL	Department of History
	Emma Mason	EM	Department of English and Comparative Literary Studies
	Rachel Moseley	RM	School of Creative Arts, Performance and Visual Cultures (arrived at 1.00pm)
	Zahra Newby	ZN	Department of Classics and Ancient History
	Stephanie Panichelli-Batalla	SPB	School for Cross-faculty Studies
	Sidney Pycroft	SP	Postgraduate Student Representative
	Ben Richardson	BR	Representative from the Faculty of Social Sciences
	Sarah Richardson	SR	Deputy Chair (Education) and Chair of the Faculty Education Committee
	Tim White	TW	Deputy Chair of the Faculty Education Committee
Attending	Rachel Dickinson	RD	Faculty Senior Tutor (left at 2.00pm)
	Alison Greenhalgh	AG	Faculty Secretary
	Diana Stonefield	DS	Faculty Director of Administration
Ref	Item		
019	Apologies for absence Apologies were received from Marta Guerriero (SCFS) and Stuart Hampton-Reeves (SCAPVC).		
020	Declarations of Interest No new declarations were made.		
021	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.		
022	Minutes of meeting held on 16 November 2022 The minutes of the meeting held on 16 November 2022 (022.BFA.220222) were received and approved.		
023	Matters arising from meeting held on 16 November 2021 There were no matters arising that were not covered in the agenda.		
Chair's Business			

024	Chair's Business and Actions <p>The committee received a verbal update from the Chair and key points were as follows:</p> <ul style="list-style-type: none"> • The Chair offered congratulations to Rachel Moseley who would be taking up the post as Vice-Provost and Chair of the Faculty of Arts in September. • Congratulations to Jessica Hill as new Executive Officer for the Faculty. Jess had been covering the role temporarily and had accepted the role as a job share; the other half of the role was currently being advertised. • Welcome to Sarah McCourt, the new DSEP covering for Rebecca Stone while on maternity leave. • Calls for expressions of interest would be going out for the roles of Director of CADRE, Faculty of Arts Curator and Chair of the Equality and Inclusion Working Group. • A reminder had been sent round for nominations for the Warwick Awards for Public and Community Engagement (WAPCE); submission deadline was 1 March. • The official opening of the new Faculty Arts Building (FAB) would take place on 20 May 2022. As well as the opening of the FAB there would be other events taking place involving faculty departments and students.
025	HoDs' Forum Update <p>The Committee received a verbal update from the Chair and key points were as follows:</p> <ul style="list-style-type: none"> • HoDs' forum had now moved from weekly to fortnightly meetings. • Current discussions included ongoing issues around the FAB and consultations regarding the shape of the academic year.
Faculty Business	
026	Athena Swan Annual Reports <p>The committee received a verbal update and key points were as follows:</p> <ul style="list-style-type: none"> • The institutional Athena Swan team had requested annual reports from departments on their progress with Athena Swan. • A brief report and update had been received from SMLC and Classics and Ancient History; it would be good to have updates from all departments around future submissions to Athena Swan. • SCFS, who had received the Athena Swan bronze award, were currently implementing recommendations with plans to submit an application for the silver award within three to four years.
027	Termly Faculty Assembly <p>The Committee received a verbal update from SR and key points were as follows:</p> <ul style="list-style-type: none"> • The next Faculty Assembly would take place on 9 May 2022 from 11.30am to 1.00pm. • Chris Hughes, Pro-Vice Chancellor (Education), had confirmed he would be attending. It was hoped other members of the Education Executive would attend as per the previous assembly in March, giving departmental staff at all levels the opportunity to interact with the University's senior management. • Initial topics for breakout sessions included: equality of attainment, the anti-racist classroom and internationalisation of the curriculum, online learning particularly with regard to widening participation, student feedback and evaluation, diversification of assessment, interdisciplinarity particularly with regard to improving the joint degree experience, and mitigation and student wellbeing. • Suggestions for student participants would be welcomed; course reps, and possibly SSLC chairs and secretaries, would be invited to the assembly.
028	Faculty of Arts Building update <p>The Committee received a verbal update from DS and key points were as follows:</p>

	<ul style="list-style-type: none"> • The move to the new FAB in December had gone well and it had been good to see the building occupied by students before Christmas; it had also proven to be very popular post-Christmas with very good occupancy from across the institution. • The building had a year-long warranty and people were being encouraged to test the building to report any issues as quickly as possible. • The project team would start to step back from the existing buildings and the closing down of the Humanities and Milburn space. • An anonymous student survey had taken place, results of which had been shared with the contractors, architect and estate staff to work through some of the issues that had been identified by the students. • Signage continued to be an issue in the building but was being progressed as quickly as possible. • Timetabling had moved most of the teaching across from the Humanities building and Millburn House; there was a lot of teaching that belonged to other university departments and there had been some very good feedback from those departments that the teaching experience was good in the building. • As well as STEM Grand Challenge and the Social Sciences Grand Challenge, visitors to the new building had included other external institutions (e.g. Birmingham). • Monthly 'soft landing' meetings were held to support users make the best use of the building and identify faults and other issues; people were being asked to report any issues through their department to be passed on for discussion at the meetings. • Some final items of furniture were being chased up and issues of soundproofing were being investigated.
029	<p>Anti-racist Pedagogy – Faculty Project update</p> <p>The Committee received a verbal update from Kerry Dobbins, Academic Development Centre, and key points were as follows:</p> <ul style="list-style-type: none"> • The aim of the project was to develop a community-based plan to support and enhance anti-racist pedagogy and practices across the Faculty and departmental initiatives. • A discussion group meeting was held in January with members of staff who had interest or expertise in this area, including members of the Equality and Inclusion Forum. • A questionnaire was circulated to colleagues who were unable to attend the event to provide contributions to the discussions and would be shared more widely with members of the Faculty Board. • The project was exploring practices currently taking place in the wider university to see if they could further support departmental or faculty activities. • A project update report will be presented at the next meetings of the Faculty Education Committee and the Equality and Inclusion Forum, outlining the priorities for creating and developing a cohesive and strategic faculty-level approach that could provide systematic support to anti-racist practices and initiatives. • Would look to define terminology and use of data in this area to identify priorities or targets at faculty level.
030	<p>Student Representatives Updates</p> <p>The committee received a verbal update from the student representatives with key points and discussions as follows:</p> <p>a) UG Representative</p> <ul style="list-style-type: none"> • There was no report as no UG representative was in attendance. It was acknowledged that it had been a difficult year for student engagement but hopeful next year would be better with a new educational postgraduate officer and possibly a new academic voice team. <p>b) PG Representative</p> <ul style="list-style-type: none"> • SP had met with Lee Griffin, Deputy Academic Director (PGT), to discuss shared issues between students who had been at Warwick as an undergraduate and stayed as a postgraduate, and those

	<p>postgraduates who had come to Warwick for a single year. It had been a very good discussion with another planned for Easter to follow up on how things were going.</p> <ul style="list-style-type: none"> • Students were enjoying the new FAB but there had been comments that there was dedicated study space for undergraduates and post docs but not for PGT. • DS reported it was her understanding that it was down to departments how they used their departmental student spaces within the building, which should be for UG, PGT and PGR students. • SR pointed out that it was important to ensure student wellbeing and particularly reasonable adjustments were dealt with promptly for PGT students as they were only here for a year. • There was some concern that faculty student representative elections taking place in term 1 would mean that student reps would not be available in time for the meetings of the Faculty Board and Faculty Education Committee; SP would see if they could be rolled back into the summer elections.
031	<p>Reports from Committees</p> <p>a) Arts Education Committee The Committee received the unconfirmed minutes of the meeting held on 2 February 2022 (031a.BFA.220202) and a verbal update from its Chair with key points as follows:</p> <ul style="list-style-type: none"> • The outcomes of the URSS competition would be announced on the 15th of March; it was hoped the Faculty would have a good crop of students. • Chris Luck, Senior Head of Strategic Change Planning, had attended the Faculty Education Committee in response to questions about the shape of the academic year and the published consultation paper, noting that the timeline had also been extended. • The core skills award would be launched in September; for undergraduate students it would be 300 hours of study and for postgraduate students 150 hours, so not an insignificant amount of time and important for departments to think about how that would work in their curriculums and departments. • A new online assessment system had been purchased and would be trialled by three departments across the university. • The Faculty Education Committee had a new online learning subgroup to keep an eye on developments in this area, the group had representatives from most departments but anyone interested in joining to contact Jonathan Davies from History. <p>b) Arts Faculty Research and Impact Committee The Committee received the unconfirmed minutes of the meeting held on 1 December 2021 (031b.BFA.220222) and a verbal update from its Chair with key points as follows:</p> <ul style="list-style-type: none"> • Kathryn van de Wiel was firmly embedded as Research Impact Officer and was looking after the Humanities Research Fund (HRF). • Most departments had requested more funding for conference attendance, etc. so a request would be made to have an uplift of funds for that and the HRF as it was important to be able to facilitate people getting back into research engagement and research culture after the pandemic. • Training was now obligatory for all staff involved in producing research quotes, including teaching fellows who were supervising and student research projects, etc. • Everyone should be aware of the new Institutional Export Control Policy that supports the transfer of knowledge, goods, and ideas, to international partners. • The next meeting of AFRIC would include an update from the Humanities and Social Sciences Research Ethics Committee (HSSREC), and from the Warwick Institute of Engagement (WIE) on the services they offer to those who need a public engagement component in research applications. • The REF results communications would take place from 9-12 May 2022.

	<p>c) Arts Equality and Inclusion Forum</p> <p>The Committee received the minutes of the meeting held on 18 January 2022 (031c.BFA.220222) and a verbal update from its Chair with key points as follows:</p> <ul style="list-style-type: none"> • The Students' Union was in the process of appointing a new chair for their Decolonisation Programme Steering Committee; this was an important committee as academic members from the Faculty of Arts would be sitting on this on this committee. • As part of the Inclusive Education Model, there was now a new student attainment dashboard available to departments on degree awarding attainment gaps between students with different characteristics such as ethnicity, gender, age, disability, polar. • INspire was a new Warwick programme promoting greater diversity in senior management. A pilot of the programme had been run and would be rolled out across the University. • An Easter school for autistic children would be taking place; this was great news in terms of widening participation and focus on diversity.
University Business	
032	<p>Institutional Teaching and Learning Review (ITLR)</p> <p>The Committee received report (032.BFA.220222) and verbal update from Dan Derricott, Director of Education Policy and Quality, with key points and discussions as follows:</p> <ul style="list-style-type: none"> • The report summarised the concept for ILTR that had been approved by Senate, highlighting the differences to other institutional quality assurance and enhancement processes, including the Teaching Excellence Group process. • It was noted that ITLR would be a larger exercise that would look at provision in greater detail and include departmental self-evaluation; consideration would also be given to student outcomes and metrics at the course level. • A draft timeline outlined engagement with departments from late 2022 into early 2023. • ITLR would be an institutional collaboration enabling colleagues from across faculties to have thematic discussions and conversation on emerging themes that would go to the next meeting of the University's Education Committee in early March 2023. • Common emerging themes for ITLR included: <ul style="list-style-type: none"> - interdisciplinary learning - blended learning and technology infrastructure - education for sustainable development - flexible and lifelong learning <p>Further comments and discussions were as follows:</p> <ul style="list-style-type: none"> • PR: welcomed an institutional wide approach, particularly around interdisciplinarity and how to remove some of the obstacles in the University's current structures. • SPB: currently involved with bringing groups together to discuss how education for sustainable development could be integrated within the curriculum; would be keen to support the work of ITLR. • EM: interdisciplinary as a theme would cause confusion in the department because interdisciplinarity was very familiar and needed to know if there was a different approach with ITLR. There were some very successful combined honours programmes at the University but these were more work intensive. Areas which created good interdisciplinarity for students were being able to read widely in different areas and having the time to do that instead of more assessments. • DD: needed to consider optionality and interdisciplinarity, they could be different and needed to come from within the discipline and its design. • PR: important to have structured thinking around the sorts of course that would be genuinely interdisciplinary and reach across faculties. • DD: the department evaluation was being drafted and would look at producing specific actions that were related to a specific cause for concern, anything more suggestive or advisory would be included in the report text. The review would need some quality assurance aspect so the University could

	<p>clearly see where a review panel had concluded there was an area of concern, this would be done using the actions and report narrative.</p> <ul style="list-style-type: none"> • JL: in conducting these review processes the amount of time, effort and quality of teaching was not captured in a meaningful way. • DD: following the University's Education Committee approval in March, the ITLR Draft Blueprint would be published setting out the intended approach and would be available for comments and views:
033	<p>Internationalisation Education Strategy</p> <p>The Committee received report (033.BFA.220222) and a verbal update from SR with key points as follows:</p> <ul style="list-style-type: none"> • The Internationalisation Education Strategy included several different goals with respective workstreams and success criteria about various aspects of internationalisation regarding education. • The Internationalisation Steering Committee met in February 2022 and undertook an exercise to map activities taking place in departments against the strategy, of how faculty representatives interacted with the strategy and noted activities already taking place in departments, areas for growth and where intersections were seen with the strategic objectives. • Faculty representatives on the Internationalisation Steering Committee were Pierre Purseigle, Tim Lockley and Ross Forman. • Internationalisation of the curriculum agenda was one of the strategic goals and interlocked with the decolonisation of the curriculum and anti-racist pedagogy work. • Highlighted the importance of coordination between the committees and project groups working in these areas to avoid overlap or repetition of work. • It would be helpful if departments could do a similar exercise as the one undertaken at the Internationalisation Steering committee in order to provide some strategic evidence or feedback on tangible activities departments would like to develop.
Other	
034	<p>Any other business</p> <p>RM raised concerns around changes happening within the Residential Life Team in that people on volunteer contracts as residential tutors would be moved from volunteer status to paid employee status and required to pay rent, and how that would affect students doing postgraduate research who were residential tutors.</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
035	No items below the line to report.
	<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> <p>Academic Quality and Standards Committee http://warwick.ac.uk/committees/aqsc/minutes</p> <p>Student Learning Experience and Engagement Committee https://warwick.ac.uk/committees/sleec/minutes</p> <p>University Education Committee https://warwick.ac.uk/committees/ec/minutes</p>
Next meeting: 12:00, Tuesday 24 May 2022	