

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 7<sup>th</sup> November 2007.

Present: Prof A Caesar (Chair), Prof P Abrahams, Dr J Ahearne, Mr J Arroyo, Dr C Britzolakis, Prof S Bruzzi, Prof R Burns, Prof J Davis, Prof T Docherty, Dr R Earle, Prof M Finn, Dr E Gallafent, Prof J Labbe, Prof A Laird, Mr S Lamb, Dr D Lines, Dr L Long, Prof P Marshall, Prof K O'Brien, Dr L Polezzi, Prof A Reeve, Dr P Roberts, Mr E Stewart, Prof M Whitby, Dr T White, Dr C Whitehead.

In Attendance: Mrs C Edgar, Mr P Ptashko, Mrs J Shaw, Mr M Shaw

Apologies: Dr R Dias, Dr G Frith, Prof S Hand, Dr E John, Prof L Paterson, Prof C Sparrow, Mr P Spencer, Dr G Thomson.

1/07-08 Terms of Reference

### REPORTED:

That paragraph (4) of Statute 21 states that the Board of each Faculty will have the following powers and functions:

- (a) to regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) to recommend to the Senate examiners for appointment;
- (c) to make recommendations to the Senate for the award of degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) to recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) to delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) to appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19;
- (g) to discharge such other functions as the Senate may from time to time determine.

### RECEIVED:

The membership of the Board for the academic year 2007/08 (Paper BFA1/07-08).

2/07-08 Minutes

### CONSIDERED:

The minutes of the meeting of the Board held on 30<sup>th</sup> May 2007.

### RESOLVED:

That the minutes be approved.

(a) Progress of Committee recommendations

## REPORTED:

- (i) Re-titling of Comparative American Studies (Minutes AUSC.36/06-07 and BUGS.31/06-07 refers)

That the Board of Undergraduate Studies, at its meeting on 6 June 2007, considered:

A proposal from the Department of History to re-title the 'Comparative American Studies' undergraduate degree to 'History, Literature and Cultures of the Americas', as set out in Paper AUSC.96/06-07;

And recommended:

That the proposal from the Department of History to re-title the 'Comparative American Studies' undergraduate degree to 'History, Literature and Cultures of the Americas', as set out in paper AUSC.96/06-07, be approved.

- (ii) MA in English Literature (Minutes AGSC.42(a)/06-07 and BGS.119(a)/06-07 refer)

That the Board of Graduate Studies, at its meeting on 7 June 2007, resolved that the proposal for an amended course entitled 'MA in English Literature' to run alongside the existing course for introduction in October 2007, as set out in Paper AGSC 32/06-07, be approved.

- (iii) MA in Writing (Minutes BGS.116/07-08 and BGS.9(f)/07-08 refer)

That the Board of Graduate Studies, at its meeting on 11 October 2007 reported:

(A) That the Board, at its last meeting, had resolved that the proposal from the Department of English and Comparative Literary Studies for modifications to the MA in Writing, as set out in paper BGS 64/06-07, be approved in principle, noting that the Chair would consider the full proposal over the Summer Vacation;

(B) That the Chair of the Graduate Studies Committee of the Faculty of Arts, acting on its behalf, had subsequently taken action to approve the full proposal as set out in AGSC 48/06-07;

(C) That further modifications had been made to the full proposal, so that students now had a choice between 'Fiction Workshop 1' and 'Writing and Practice of Literature' as Core module.

And considered:

The full proposal for modifications to the MA in Writing (paper AGSC 48/06-07), noting that it did not include the modification set out in (C) above.

And resolved:

That the full proposal for modifications to the MA in Writing, as set out in paper AGSC 48/06-07, be approved, subject to the submission of an amended course proposal form to include (C) above.

- (iv) Department of Classics and British School at Rome (Minute S.94f(vi)/06-07 refers)

That Senate, on its meeting on 4 July 2007, resolved that a proposal from the Department of Classics to incorporate an eight-week course delivered by the British School at Rome into a new MA in the Visual and Material Culture of Ancient Rome be approved with effect from October 2008 as set out in papers AGSC 33/06-07 and CFDLSC 63/06-07.

- (v) Department of School of Theatre, Performance and Cultural Policy Studies Erasmus Mundus Course (Minute S.94f(ii)/06-07 refers)

That Senate, on its meeting on 4 July 2007, resolved that a proposal from the School of Theatre, Performance and Cultural Policy Studies to introduce a new MA in International Performance Research in collaboration with the Universities of Amsterdam and Tampere be approved as set out in paper BGS.59/06-07 and AQSC.93/06-07 with effect from October 2008, it being noted that this course is subject of a bid to the European Commission's Erasmus Mundus scheme.

RESOLVED:

That the Board's congratulations to the School of Theatre, Performance and Cultural Policy Studies on the successful outcome of their bid to the European Commission's Erasmus Mundus scheme be noted.

- (b) Award of Merit and Starred Distinction on taught Masters courses (Minutes AGSC.34(h)/06-07 and BGS.20/07-08 refer)

REPORTED:

That the Board of Graduate Studies, at its meeting on 11 October 2007, reported:

- (i) That the Secretary had conducted a survey of departmental practices in relation to informal merit awards, including information on the criteria currently used by departments, and had learned the following:
- (A) That of the seven departments which responded to the survey, none currently awarded Merit;

- (B) That only one of these seven departments expressed an interest in being able to award Merit.
- (ii) That the Secretary had been informed that an informal merit does not appear on a student's transcript.

And considered:

Current departmental practice in relation to informal merit awards, as outlined above.

And resolved:

That the Board had no objection to the use of informal merit or starred distinctions as a means of recognising student performance within departments or for use in reference letters, noting that there was no support for award of merit and starred distinction at University level.

- (c) Assessment and Degree Classification Conventions (Minutes AQSC.88/06-07 and S.94/06-07(i) refer)

REPORTED:

- (i) That Senate, at its meeting on 4 July 2007, resolved:
  - (A) That the Senate was in favour of exploring the possibility of introducing changes to University assessment conventions if these were no worse than current practice in some departments and better than current practice in most departments.  
  
(Following a vote: 33 in favour and 1 abstention)
  - (B) That a trial, based upon the Assessment Convention proposals put forward by the Academic Quality and Standards Committee, be piloted in those University departments who expressed a wish to participate in the pilot commencing in the Autumn Term 2007/08 as part of continuing discussions on moves towards the harmonisation of marking for implementation in the academic year 2008/09.

(Following a vote: 30 in favour, 2 against and 2 abstentions).

RECEIVED:

- (ii) An oral report from Professor M Whitby, noting that:
  - (A) Many departments from the Faculties of Arts and Social Studies are participating in the pilot;
  - (B) Departments should provide feedback on their experience of the pilot to the Teaching Quality team as early as possible during the summer term.

(a) Committee Membership (Minute BFA61/06-07 refers)

## REPORTED:

(i) 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 Board:

- (A) The nomination of Dr E John to serve as the representative of the Department of Philosophy;

And furthermore:

- (B) That Prof A Reeve had been nominated by the Board of the Faculty of Social Studies to serve as its representative on the Board of the Faculty of Arts;
- (C) That Prof P Abrahams had been nominated by the Board of the Faculty of Medicine to serve as its representative on the Board of the Faculty of Arts.

(ii) 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 of the Board of the Faculty of Arts:

- (A) The nomination of Dr E John to serve as the representative of the Department of Philosophy;
- (B) The nomination of Professor N Hewlett to serve as the representative of the Department of French Studies for terms 2 and 3.

(iii) Graduate 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 Graduate Studies Committee of the Board of the Faculty of Arts:

- (A) The nomination of Professor P Marshall to Deputy Chair of the Graduate Studies Committee;
- (B) The nomination of Dr P Poellner to service as the representative of the Department of Philosophy.

(iv) Student Representatives

- (A) That Mr P Spencer had been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies

Committee, but that he had recently resigned from this position, and that a new representative would be appointed shortly;

- (B) That Ms L Ayrton had been elected by the Students' Union to serve on the Board of Arts and Graduate Studies Committee.

(b) Senate Membership

REPORTED:

That the Chair, acting on behalf of the Board, had taken action over the Summer to approve the nomination of Professor S Bruzzi to serve as a representative of the Board on the Senate until 2010.

(c) Directorship of the Centre for the Study of the Renaissance

REPORTED:

That the Chair, acting on behalf of the Board, had approved the appointment of Dr I de Smet as Director of the Centre for the Study of the Renaissance.

(d) Constitution of the Modern Languages Committee

REPORTED:

That the Chair, acting on behalf of the Board, had approved revisions to the constitution of the Modern Languages Committee, noting:

- (i) That the membership of the Committee now comprises the Heads of the Departments of French Studies, German Studies and Italian and the Director of the Language Centre (*ex officio*);
- (ii) That the Committee will provide an Annual Report to be considered by the Board of the Faculty of Arts at its meeting in the Summer term for recommendation to the Academic Quality and Standards Committee.

(e) Membership of International Committee

REPORTED:

That the Chair, acting on behalf of the Board, had approved the nomination of Dr M Gluhovic (School of Theatre and Performance) as the second representative of the Faculty of Arts on the International Committee.

5/07-08

Chair's Business

(a) Fee for Arts Faculty MA Courses

RECEIVED:

An oral report on the progress of talks about reducing the fee for Arts Faculty MA courses, noting:

- (i) That it is proposed that the fee for MA degrees in the Faculty of Arts be lowered to about £3,700;
- (ii) That it was intended that departments would be able to opt-in to charge the new fee;
- (iii) That departments would be expected to increase the number of Masters' students to make up the financial difference, and that the success of the lower fee would be reviewed after two years;

RESOLVED:

- (iv) That the Chair of the Graduate Studies Committee of the Faculty of Arts would take forward ideas from the Faculty on marketing and publicity strategies to increase the number of postgraduate students.

(b) University Strategy for Increasing Postgraduate Research Student Numbers (minutes BGS.65/06-07 and BGS.91/06-07 refer)

REPORTED:

That the Board of Graduate Studies, at its meeting on 11 October 2007, received an oral report from the Chair on the target within the University Strategy to double postgraduate research student numbers by 2014.

(c) Millburn House

RECEIVED:

An oral report on progress on Millburn House from the Chair.

6/07-08

National Student Survey Results 2007

RECEIVED:

An oral report from Professor M Whitby on the results of the National Student Survey (Paper BFA2/07-08).

RESOLVED:

That the Students' Union Education Officer would contact Heads of Department to arrange a meeting with academic representatives and administrators from each department in the Faculty to share best practice and increase student engagement for the 2008 survey.

7/07-08

Amendment of Faculty Conventions and Course Regulations to include the History and Culture Degree Programmes

REPORTED:

That the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 17 October 2007, recommended to the Board of the Faculty of Arts that the proposal from the Department of History to amend Faculty conventions and course regulations to include their History and Culture degree programmes be approved, noting that the last sentence of the amendment should be removed.

CONSIDERED:

A memorandum from the Department of History requesting an amendment of Faculty conventions and course regulations to include their History and Culture degree programmes, as detailed in Paper AUSC.15/07-08 (revised).

RESOLVED:

That the amendment of Faculty conventions and course regulations from the Department of History to include their History and Culture degree programmes be approved.

8/07-08

Cheating in University Tests (Minute S.94/06-07(e) refers)

REPORTED:

That Senate, at its meeting on 4 July 2007, considered:

- (a) A report from the Academic Quality and Standards Committee of its consideration of a recommendation from the Board of Undergraduate Studies the examination convention F7 be revised.

And resolved:

- (b) That examination convention F7 proposed by the Board of Undergraduate Studies be revised to read:
  - (i) That students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software.
  - (ii) That Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.

RESOLVED:

- (c) That it be noted:
  - (i) That the revision to examination convention F7 could be implemented by departments in accordance with their specific submission requirements;
  - (ii) That it be noted that departments should speak to the Faculty's



E-Learning Advisor if interested in implementing plagiarism detection software.

9/07-08

Proposal to Change Regulations Relating to Year 2 Resit Students (Minute BUGS.32/06-07 refers)

REPORTED:

- (a) That the Board of Undergraduate Studies, at its meeting on 6 June 2007, reported:

That the Sub-Faculty of Science, at its meeting on 16<sup>th</sup> May 2007, had considered a proposal from the Mathematics Institute to change regulations relating to Year 2 Resit students, as set out in paper SFS.43/06-07 (copy attached), and had recommended that this proposal be adopted at University level, it having been noted that it had had the unanimous support of the Sub-Faculty of Science.

And considered:

The above proposal from the Mathematics Institute as set out in paper SFS 43/06-07.

And resolved:

That the Board approved the principle that students successful in a resit examination should be permitted to carry forward the minimum overall pass mark appropriate to the degree course, or the first attempt mark if that happened to be higher, for the purposes of final degree credit.

And recommended:

That, in the light of the above and the proposal from the Sub-faculty of Science set out in paper SFS 43/06-07, the Boards of the Faculties of Arts and Social Studies be asked to reconsider the terms of Regulations 8.1 (7) (c) and 8.9 (8) (c).

- (b) That the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 17 October 2007, resolved that it be noted that departments in the Faculty of Arts do not permit Year 2 resits.

CONSIDERED:

- (c) The terms of Regulations 8.1 (7) (c) and 8.9 (8) (c) in light of the above proposal.

RESOLVED:

- (d) That it be noted that departments in the Faculty of Arts do not permit Year 2 resits;
- (e) That the Chair of the Academic Quality and Standards Committee and the Chair of the Board of Undergraduate Studies would discuss this issue as part of the harmonisation of assessment conventions across the University.

- 10/07-08      AHRC BGP Scheme
- RECEIVED:
- An oral report from the Chair of the Graduate Studies Committee of the Board of the Faculty of Arts on the AHRC BGP Scheme (Paper AGSC4/07-08).
- RESOLVED:
- That the Chair of the Graduate Studies Committee would convene a working group to ensure a co-ordinated approach to the AHRC BGP scheme once more information about the scheme became available.
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- 11/07-08      QAA Institutional Audit
- REPORTED:
- (a)      That the next QAA Institutional Audit is scheduled for Autumn 2008 (Paper AQSC 7/07-08), and that the Teaching Quality section will be regularly updating their Audit webpage:  
  
<http://www2.warwick.ac.uk/services/quality/categories/institutionalaudit/>
  - (b)      That a 'health-check' self-assessment document would be sent to departments by the Teaching Quality section early in 2008 in preparation for the QAA Institutional Audit;
  - (c)      That a document regarding Quality Enhancement opportunities would also be distributed to departments.
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- 12/07-08      Advisory Board to the Faculty of Arts
- REPORTED:
- That a meeting of the Advisory Board of the Faculty of Arts took place on 24<sup>th</sup> October and that the next meeting was scheduled for 5 March 2008.
- RECEIVED:
- The minutes of the meeting of the Advisory Board to the Faculty of Arts held on 24<sup>th</sup> October 2007 (Paper BFA3/07-08).
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- 13/07/08      Report from the Undergraduate Studies Committee
- REPORTED:
- (a)      That the Chair of the Undergraduate Studies Committee would be stepping down from this position to take on the role of Senior Tutor;
  - (b)      That an electronic file store area for course and module proposals being considered by the Undergraduate Studies Committee had been created by the Secretariat;

RECEIVED:

- (c) The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 17<sup>th</sup> October 2007 (Paper BFA4/07-08).

14/07-08      Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 23<sup>rd</sup> October 2007 (Paper BFA5/07-08).

15/07-08      Student Representatives' Issues

RECEIVED:

An oral report on current student issues within the Faculty of Arts from the Student Union's Education Officer and the Chair of the Staff Student Liaison Committee (SSLC) for the Department of Classics, noting from the discussion that followed:

- (a) That it would improve students' perception of staff contact hours if departments made students more aware of their availability to be contacted electronically;
- (b) That views on the 'student experience' from those students now based at Millburn House should be sought;
- (c) That ways in which undergraduate students could be involved more in the research culture of the Faculty should be considered.

16/07-08      Items for Discussion at Senate

RESOLVED:

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

17/07-08      Dates of 2007-08 Committee Meetings

REPORTED:

That the dates of the Board's meetings for the academic year 2007-08 are as follows:

Wednesday 13 February 2008  
Wednesday 28 May 2008

Items for consideration by the Board must be submitted by the following deadlines:

For the meeting of 13 February 2008:  
**Wednesday 30 January 2008**

For the meeting of 28 May 2008:  
**Wednesday 14 May 2008.**

18/07-08

Students on placements overseas

REPORTED:

That the Department of Italian had been discussing with the Erasmus Programme Manager in the International Office the need to carry out a risk analysis of students on placements overseas.