

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 11th November 2009.

Present: Professor Stella Bruzzi (in the Chair), Mr Jose Arroyo, Professor Catherine Bates, Dr Louise Bourdua, Dr Jenny Burns, Professor Rob Burns, Dr Jon Burrows, Professor Ann Caesar, Professor James Davidson, Dr Helen Dennis, Dr Anne Gerritsen, Professor Sean Hand, Dr James Hodgkinson, Dr Nadine Holdsworth, Professor Tony Howard, Mr Michael Hulse, Dr Stanley Ireland, Dr Cathia Jenainati, Dr Beat Kumin, Professor Jackie Labbe, Dr Tim Lockley, Mr Richard Metcalf, Dr Tim White.

In attendance: Ms Laura du Plessis, Ms Kim Gilmore, Mr Robert Horton, Ms Yvonne Salter Wright (for item 4/09-10.)

Apologies: Dr Jeremy Ahearne, Dr Chris Bilton, Professor Trevor Burnard, Professor David Dabydeen, Dr Rebecca Earle, Professor Michael Hatt, Professor Nick Hewlett, Mr Rory Kinane, Professor David Morley, Dr Russell Moseley, Professor Jonothan Neelands, Professor Karen O'Brien, Dr Loredana Polezzi, Professor Andrew Reeve, Dr Giorgio Riello, Professor David Smith, Professor Colin Sparrow, Mr Evan Stewart, Professor Michael Whitby.

1/09-10 Terms of Reference and membership of the Board

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 2009/10 (Paper BFA.1/09-10), noting two vacancies:

- a member of academic staff elected by and from the Undergraduate Studies Committee of the Faculty of Arts;
- a vacancy for a permanent full-time member of academic staff elected by and from the Board of the Faculty of Medicine.

2/09-10 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 27 May 2009 be approved.

3/09-10

Matters Arising on the Minutes

- (a) Centre for Translation and Comparative Cultural Studies (CTCCS) (Minute BFA.38(a)/08-09 refers)

REPORTED:

- (i) That the Senate, at its meeting on 17 June 2009, considered a report from the Board of the Faculty of Arts (S.40/08-09) and its resolutions and recommendations on the disestablishment of CTCCS, together with an oral report from the Chair of the Faculty and resolved:
 - (A) That the Centre for Translation and Comparative Cultural Studies be disestablished from the end of the 2008/09 academic year.
 - (B) That the Deputy Vice-Chancellor, the Chair of the Board of the Faculty of Arts and the Chair of the Board of Graduate Studies continue with discussions with the aim of ensuring that:
 - (1) Arrangements are confirmed to enable all students currently enrolled within CTCCS to complete their programmes, and;
 - (2) Where possible, those activities previously located within CTCCS which are academically and financially viable are able to continue.
 - (3) That the Board of the Faculty of Art's wish for an appropriate means to ensure that Translation Studies as a discipline continues to have a visible and interdisciplinary future within the Faculty be noted, further noting the likelihood that the Board may bring forward proposals in this regard for consideration by the Senate during the 2009/10 academic year.
 - (4) That any consequential changes to the University governing instruments as a result of this decision be brought forward to a future meeting.
- (ii) That the majority of research students from CTCCS had been absorbed into the Department of English and Comparative Literary Studies, with some individuals going to the Departments of German, French and History, and that departmental efforts were focused on integrating re-located students fully into their new departments;
- (iii) That the impact of the absorption of student activities into the Department of English and Comparative Literary Studies was being monitored closely and would be considered in the context of preparations for the Department's Forward Look.

RESOLVED:

- (iv) That the Board of the Faculty of Arts noted its thanks to the Chair of the Board of Graduate Studies, Professor Lee Bridges, and to the Department of English and Comparative Literary Studies for minimising

the disruption and uncertainty experienced by students being relocated from CTCCS;

- (v) That the Board of the Faculty of Arts would consider at its next meeting on 10 February 2010 proposals to ensure the discipline of Translation Studies continues to have a visible and interdisciplinary future within the Faculty.

(c) Progress of Committee recommendations

REPORTED:

- (i) That the Board of Undergraduate Studies, at its meeting on 3 June 2009 resolved that the following new courses be approved:

- (A) Department of Classics and Ancient History

- A proposal for a new course 'BA in Classical Civilisation with Study in Europe' (Paper AUSC.127/08-09) for introduction in October 2010;

- (B) Centre for Lifelong Learning

- A proposal for a new course 'BA in Humanities' (paper AUSC.128/08-09) for introduction in October 2009.

- (ii) Centre for Cultural Policy Studies

- That the Chair of the Board of Graduate Studies, on behalf of the Board, had approved the proposal from the Centre for Cultural Policy Studies to amend the start date of the Course 'PhD in Creative Industries' as outlined in Paper AGSC.46/08-09.

(d) School of Life Sciences (minute 39/08-09 refers)

REPORTED:

That the University Senate would consider an implementation plan for the establishment of the School of Life Sciences within the Faculty of Science at an extraordinary meeting on 16 November 2009.

4/09-10

Management Structures, Governance and Decision Making

RECEIVED:

A presentation from the Head of Governance Services, Yvonne Salter Wright, on current Academic and Administrative Management and Committee Structures at the University and the Constitutional Advisory Group.

RESOLVED:

That the following points raised in discussion be noted:

- (a) That the optimal routes for the flow of information on key decisions to and from the Faculty Board(s) would benefit from consideration;
- (b) That the Faculty Board would welcome opportunity to review the role and terms of reference of the Board in light of any related recommendations arising from the Constitutional Advisory Group, noting that there was need to continue to

- ensure opportunity for Faculty-level decision-making and collective thinking whilst avoiding duplication within the committee and structure;
- (c) That, in order to ensure the most appropriate and valuable use of time at meetings of the Board, future agendas would be structured to prioritise strategic discussion items.

5/09-10 Freedom of information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary (of the Steering Committee) on request.

6/09-10 Course Proposals

REPORTED:

- (a) Department of English and Comparative Literary Studies Undergraduate Studies Committee
- That, at its meeting on 21 October 2009, the Undergraduate Studies Committee of the Board of the Faculty of Arts recommended to the Board of Undergraduate Studies that a new Open Studies Certificate Course entitled 'Shakespeare Summer School: Performing Shakespeare's Venice' for introduction in July 2010 (Paper AUSC.7/09-10) be approved.
- (b) Department of Philosophy
- That, at its meeting on 27 October 2009, the Graduate Studies Committee of the Board of the Faculty of Arts recommended to the Board of Graduate Studies that a proposal from the Department of Philosophy to amend the modules available on the course 'MA in Philosophy and Literature' (Paper AGSC.47/08-09) be approved.

7/09-10 Annual Course Review (minute BFA38(d)/08-09 refers)

REPORTED:

- (a) That at the meeting of the Board of Graduate Studies on 15 October 2009:
- (i) It was reported that, at its meeting on 30 April 2009, the Board considered the composite annual PGR review report prepared by the Graduate Studies Committee of the Faculty of Science (paper SGS 13/08-09.m) and resolved that comments raised by the Department of

Chemistry relating to the accuracy of centrally held data be thoroughly investigated, it being noted that it was the view of the Secretary that a central dataset should be provided to departments for comment within Annual Review and research would be undertaken into the feasibility of this being provided for PG Annual Course Review with a view to a report being brought back to the next meeting of the Board;

- (ii) The Board considered a paper from the Administrative Officer (Graduate School) setting out the findings of an investigation into the Department of Chemistry's concerns by the Academic Office (paper BGS 3/09-10);
- (iii) The Board resolved that the paper be approved, it being noted that:
 - (A) The Board noted the different census dates required for the production of Academic Statistics and for the summary data included within annual course report forms;
 - (B) The Board felt that possible inconsistencies in data across different tables in the Academic Statistics be explored further;
 - (C) The annual course review report form be reworded in order to clarify the requirement for reflection on departmental trends in key areas, rather than simply focussing on raw data.
(unconfirmed BGS minute 9(b)/09-10 refers)
- (b) That, at its meeting on 3 November 2009, the Academic Quality and Standards Committee (AQSC) proposed that the request from the Board of Graduate Studies to reword the annual course review report form to clarify the requirement for reflection on departmental trends in key areas, rather than simply focussing on raw data, be taken forward as part of the overall review of the annual course review system, and that during the current academic year, Faculty Committee Secretariats be asked to encourage departments to reflect on trends in key areas when conducting annual course reviews.
- (c) That the Secretary of AQSC has invited Faculty Committee Secretariats and Chairs to reflect on the method of producing Faculty Annual Course Review summary reports, and has suggested that summary reports highlight significant issues/areas of good practice identified by Faculty Committees from individual departmental reports/themes arising from a number of reports.
- (d) That forms to complete are available to download from:
<http://www2.warwick.ac.uk/services/quality/categories/review/ugpgt>
- (e) That the deadlines for the submission of Annual Course Review reports in 2009/10 are as follows:
 - (i) Undergraduate Annual Course Review Reports by 1 December 2009;
 - (ii) Postgraduate Research Annual Course Review Reports by 4 January 2010 (though the Postgraduate Studies Committee of the Board of the Faculty of Arts will accept submission of the reports to the Assistant Secretary up to 12 January 2010);
 - (iii) Postgraduate Taught Annual Course Review Reports by 12 March 2010.

RESOLVED:

- (f) That composite reports produced by the Secretariat would be considered at the Undergraduate Studies Committee of the Faculty of Arts and the Postgraduate Studies Committee of the Faculty of Arts before being considered by the Board

of the Faculty of Arts in order for the Board to identify significant areas of concern and good practice across the Faculty.

8/09-10

Teaching & learning policy issues

REPORTED:

That the Steering Committee, at its meeting on 2 November 2009, considered a report from the Pro-Vice-Chancellor (Academic Resourcing) and the Acting Senior Assistant Registrar (Teaching Quality) providing an update on the King's-Warwick project, the national debate on quality and standards, undergraduate degree classification conventions and Warwick's Centres for Excellence in Teaching and Learning (SC.44/09-10) and resolved:

- (a) That the University's degree classification conventions must be robust and should be comparable with other similar institutions and broadly in line with QAA expectations.
- (b) That the Pro-Vice-Chancellor (Student Experience) bring forward recommendations for QAA auditors from the University for consideration at a future meeting, noting that the deadline for submission of nominations to the QAA was 27 November 2009.

9/09-10

Chair's Business

- (a) Strategic Departmental Reviews (minute BFA46/08-09 refers)

REPORTED:

- (i) That the Strategic Departmental Review (SDR) for the Department of French Studies would take place from 8 to 10 December 2009;
- (ii) That the SDR process had been suspended for 2009/10 (notwithstanding those outstanding reviews originally scheduled for 2008/09) in order to consider the reporting and follow-up processes for reviews.

- (b) Faculty accommodation (minute BFA41(a)/08-09 refers)

REPORTED:

That maintenance work on the Humanities Building was continuing and the intended completion date was unlikely to be met, noting that members of the Faculty had felt ill-informed about aspects of the refurbishment schedule and activities, and that the Chair would feed concerns raised into liaison meeting with Estates staff.

- (c) Stratford Education Resource Initiative (minute BFA41(b)/08-09 refers)

REPORTED:

That a feasibility study had been conducted on behalf of Advantage West Midlands to gauge the potential for more educational studies around Shakespeare and Stratford, and that discussions on taking the Initiative forward were continuing.

- (d) Library re-structure

REPORTED:

That the Librarian, Ms Anne Bell, had attended the Faculty Lunch held on 3 November 2009 to discuss the library re-structure which had taken place over the summer.

(e) Strategic partnerships
REPORTED:

That the Assistant Director (Institutional Relations) of the International Office, Dr Billy Mitchell, had attended the Faculty Lunch held on 3 November 2009 to discuss issues around international strategic partnerships, noting that a number of departments within the Faculty were involved in initiatives on an individual basis and that departments were requested to report via the Chair on new and ongoing partnerships to ensure the International Office maintained an overview of all University-wide activities in this area.

10/09-10 Network Replacement Project for Campus and Residential Accommodation

RECEIVED:

A memo from Neil Hunt, Information Technology Services (ITS) Project Manager, outlining plans for the replacement of the campus computer network and requesting nominations for Faculty/departmental points of contact (Paper BFA.2/09-10).

RESOLVED:

That Heads of Department should nominate points of contact to ITS.

11/09-10 Arts Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 21 October 2009 (Paper BFA.3/09-10).

REPORTED (by the Chair of the Arts Undergraduate Studies Committee):

- (a) That departments sending items for consideration to a meeting of the Arts Undergraduate Studies Committee must ensure that there was departmental representation at the meeting in case of queries;
- (b) That the Committee had noted its dissatisfaction with some of the proposals for assessment conventions as set out in a paper summarising revised proposals for amendments to the Honour's degree classification convention (Paper AUSC.5/09-10).

RESOLVED:

That the Board noted its concern that assessment conventions were still not resolved or in place given that the work of students subject to the new system was already being marked.

12/09-10 Arts Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 27 October 2009 (Paper BFA.4/09-10).

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

- (a) That the reduced MA fee for the Arts Faculty was under review, and that Professor Bruzzi and Professor Labbe have collated data from departments on the potential impact of raised fees on recruitment to PGT and PGR courses, noting that, should fees be raised, this should be done so incrementally to minimise impact.
- (b) That the views of Heads of Department and departmental Directors of Graduate Studies were being sought on proposals for an integrated MA programme (as set out in paper AGSC.25/08-09) and Faculty MRes programme (as set out in paper AGSC. 1/09-10) to be considered at the next meeting of the Committee to be held on 2 February 2010.

13/09-10 Advisory Board to the Faculty of Arts

RECEIVED:

The minutes of the meeting of the Advisory Board of the Faculty of Arts held on 28 October 2009 (Paper BFA.5/09-10).

REPORTED (by the Chair):

- (a) That plans for a Festival of Arts to be held in May 2010 were being developed;
- (b) That there were a number of vacancies on the Advisory Board and that it would be helpful for Heads of Department to make suggestions to the Chair on new external members who might be considered as potential nominees to be recommended to the Vice-Chancellor.

14/09-10 Arts Faculty Research Committee

REPORTED:

That the next meeting of the Arts Faculty Research Committee would take place on Wednesday 2 December 2009 at 2pm and that Heads of Department and departmental Directors of Research were invited to attend.

15/09-10 Student Representatives' Issues

There were no issues reported

16/09-10 Items for Discussion at Senate

RESOLVED:

That the following items would be forwarded for discussion at the next appropriate meeting of the Senate:

- (a) MA fees;
- (b) Festival of Arts;
- (c) Shakespeare Teaching and Research matters

- (i) Stratford Education Resource Initiative;
- (ii) Developments in the CAPITAL Centre;
- (iii) Shakespeare Summer School: 'Performing Shakespeare's Venice'.

17/09-10 Dates of 2009-10 Committee Meetings

REPORTED:

- (a) That the remaining dates of the Board's meetings for the academic year 2009-10 are as follows:

Wednesday 10 February 2010, 14.30, Ramphal 03.04

Wednesday 2 June 2010, 13.30, LIB 2 (noting room change since initial notification)

- (b) That the deadlines for submission of items for the meetings are as follows:

Wednesday 27 January 2010

Wednesday 19 May 2010

18/09-10 Research Excellence Framework (REF)

REPORTED:

That the Chair would invite the Pro-Vice-Chancellor for Research: Faculties of Arts and Social Sciences and the Director of Management Information and Planning to discuss preparations for the REF at the next Faculty Lunch to be held on 10 February 2010 in order to facilitate discussion at the Board meeting taking place later that day.