

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of the Faculty of Arts 2 June 2010

Present: Professor Stella Bruzzi (Chair), Dr Katherine Astbury, Professor Catherine Bates, Dr Chris Bilton, Dr Louise Bourdua, Dr Jenny Burns, Dr Jon Burrows, Professor Ann Caesar, Dr Rebecca Earle, Dr James Hodgkinson, Dr Nadine Holdsworth, Dr Stanley Ireland, Dr Cathia Jenainati, Professor Jackie Labbe, Dr David Lines, Dr Tim Lockley, Professor Karen O'Brien, Dr Loredana Polezzi, Professor Andrew Reeve, Dr Giorgio Riello.

In attendance: Ms Laura du Plessis, Ms Kimberley Gilmore, Mr Robert Horton, Mr Stephen Lamb (for item 32(d)/09-10), Ms Katharine Gray (for item 39/09-10), Professor Jeremy Treglown (for item 46/09-10)

Apologies: Mr Jose Arroyo, Professor Trevor Burnard, Professor Rob Burns, Professor James Davidson, Dr Helen Dennis, Dr Anne Gerritsen, Professor Sean Hand, Professor Michael Hatt, Professor Nick Hewlett, Professor Tony Howard, Mr Michael Hulse, Mr Rory Kinane, Mr Richard Metcalf, Professor David Morley, Professor Jonothan Neelands, Professor David Smith, Professor Colin Sparrow, Mr Evan Stewart, Professor Michael Whitby, Dr Tim White.

31/09-10 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 10 February 2010 be approved.

32/09-10 Matters arising on the minutes

(a) Translation Studies (minute BFA.20(a)/09-10 refers)

RECEIVED:

An oral report from the Chair of the Graduate Studies Committee on the development of discussions within the Faculty to ensure that the discipline of Translation Studies continues to have a viable and interdisciplinary future in the Faculty, noting that a course proposal for the MA in Translation and Transcultural Studies would be considered by the Board of Graduate Studies in June 2010 and that discussions between the Department of English and Comparative Literary Studies and language departments were continuing to ensure integration of the new MA with the existing MA in Translation, Writing and Cultural Difference.

(b) Festival of Arts and Faculty of Arts Advisory Board (minutes BFA.21(d) and (e)/09-10 refer)

REPORTED:

That, in light of the resignation of the Chair of the Faculty of Arts Advisory Board in February 2010, the Advisory Board would not meet for the remainder of the

year whilst the University considered the most effective role for the Board for the future and, as a result, plans for the Festival of Arts had been put on hold until 2011, noting that the Deputy Chair would lead discussions in the Faculty on potential future roles for the Advisory Board in the Faculty.

- (c) Harris report (minute BFA.20(b)/09-10 refers)

REPORTED:

That, at its meeting on 17 March, the Senate considered (Minute 59/09-10 refers) the findings and recommendations of the Harris Report in the light of the feedback from the initial consultations held since the last meeting of the Senate (S.19/09-10) and reported the following:

(by the Registrar)

- (i) That Model B (Strong Centre and Strong Departments) had emerged as the preferred option when the findings of the Harris Report had been considered at the recent Heads of Department Forum and the Steering Committee, acknowledging however that moderate change would be required to strengthen the role of Faculty Chair and in other areas in relation to academic resourcing.

(by Professor A Caesar)

- (ii) That the notion of reviewing the constitutional framework of the institution to ensure appropriateness in the context of external conditions should be supported and the implementation of the preferred model should be carried out to permit potential future revision.
- (iii) That consideration should be given to a change in nomenclature from 'Chair' of Faculty to 'Dean' to adequately reflect the responsibility and remit of the role, noting that the use of 'Dean' did not necessarily imply a budget-holding capacity.

(by Professor J Labbe)

- (iv) That a revision of the constitutions of the Boards of the Faculties to produce a more 'executive' body made up of Heads of Department would limit the engagement of other colleagues with university governance.
- (v) That the adoption of Model A (creation of a Faculty structure) would require an initial deconstruction of the University's structure at all levels to facilitate the creation of Faculty-based structures rather than the positive strengthening provided by Model B.

(by Professor T Jones)

- (vi) That Model A appeared to permit the University to respond strategically in a easier fashion than in Model B because the decision-making routes of

Model B were unclear and would provide less contact time with management for departments.

(by Professor L Bridges)

- (vii) That consideration within the implementation of any constitutional change must be given as to how postgraduate issues were discussed at an institutional and strategic level.

The Senate resolved the following:

- (viii) That the 'Strong Centre – Strong Department' (Model B) should be supported in principle, with more detailed proposals and timescales being explored by the Implementation Group with a view to considering these at a meeting of the Senate in the summer term 2010.
- (ix) That the Senate broadly support the key recommendations and issues identified for further consideration within the Harris Report (as set out in Annex A of S.19/09-10), as well as additional consideration of the issues around the management of joint degrees in the Strong Department model.
- (x) That the Senate confirmed that the areas of general consensus or note set out in section 3 of the Harris Report should be used to guide the work of the Implementation Group and others.

- (d) Personal Tutoring Guidelines (minute 26/09-10 refers)

RECEIVED:

An update from the Senior Tutor on the review of the implementation of personal tutoring guidelines and measures taken to achieve consistent operation of the personal tutoring system at Warwick (Paper BFA.12/09-10).

33/09-10

Chair's Business

- (a) Review of the Strategic Departmental Review (SDR) process (minute BFA.9(a)/09-10 refers)

REPORTED:

That key individuals, including the Chair, would be involved in the review of the SDR process, noting that it would be valuable for Heads of Departments recently reviewed to be consulted.

- (b) Second year departmental exam boards

REPORTED:

That departments within the Faculty had expressed concern at the lateness of second year exam boards, but noted that the academic timetable and the availability of examination rooms appeared to prevent alternative arrangements.

(c) Invigilation of exams

REPORTED:

That, in response to concerns expressed by departments within the Faculty on the level of invigilation duties for staff in some departments, the Chair had sought clarification from the Exams Office on the policy for allocation of such duties, noting that duties were allocated depending on departmental FTE but that differences in FTE calculations, for example, including staff on study leave or based in centres not involved in undergraduate teaching activities, led to a lack of equity across the Faculty.

RESOLVED:

That the Chair recommend to the Academic Office reflection on the allocation model, including consideration of employing Postgraduate Research students to invigilate and of reducing the occurrence of non-standard examinations in departments.

34/09-10 Arts Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 12 May 2010 (Paper BFA.13/09-10).

RESOLVED:

That the Board thank Jose Arroyo for chairing the Arts Undergraduate Studies Committee.

35/09-10 Arts Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 18 May 2010 (Paper BFA.14/09-10).

RESOLVED:

That the following key points raised in discussion be noted:

- (a) That Directors of Graduate Studies should report to AGSC at the beginning of 2010/11 on any impact of raised MA course tuition fees;

- (b) That, in line with a recommendation from the Board of Graduate Studies, departments should include clear guidance in student handbooks on the amount and nature of dissertation supervision available during the summer vacation;
- (c) That the Faculty had performed well in the 2009/2010 postgraduate funding round and that amendments to the AHRC funding process for 2010/2011 were likely to result in a single application round and earlier deadlines for compatibility with those at other universities;
- (d) That the Board thank Professor Jackie Labbe for chairing the Arts Graduate Studies Committee.

36/09-10 Arts Faculty Research Committee

RECEIVED:

The minutes of the meeting of the Arts Faculty Research Committee held on 29 April 2010 (Paper BFA.15/09-10).

37/09-10 Modern Languages Committee

RECEIVED:

The annual report from the Chair of the Faculty of Arts Modern Languages Committee (paper BFA.16/09-10).

38/09-10 Humanities Research Centre (HRC)

CONSIDERED:

A proposal from Professor Jackie Labbe, as Director of the HRC, for the Board of the Faculty of Arts to recommend to the Senate amendments to the constitution of the HRC (Paper BFA.17/09-10).

RESOLVED:

That the proposed amendments to the constitution of the HRC as set out in paper BFA17.09-10 be approved and recommended to the Senate, and that it be noted that the HRC had developed a Postgraduate Scholars Programme for 2010/11 for nominated students from across the Faculty to participate in an interdisciplinary project on the theme of 'colour'.

39/09-10 Revised course and module approval processes

REPORTED:

That, at its meeting on 20 May 2010, the Academic Quality and Standards Committee considered a report on departmental responses to the consultation on course and module approval processes (Paper AQSC.59/09-10).

CONSIDERED:

A report on proposals for course and module approval processes to be adopted in 2010/11 (BFA.18/09-10).

RESOLVED:

That the following key points raised in discussion be noted:

- (a) That the Board welcomed steps to de-bureaucratise the current approval system and to separate academic and administrative requirements of the process;
- (b) That the Board was concerned that full devolvement of approval processes to individual departments might lead to overlap or encroachment where departments lacked an overview of other activities across the Faculty;
- (c) That the Board believed that Graduate and Undergraduate Studies Committees should retain final responsibility on behalf of the Faculty Board to give approval to new/revised course and module proposals to ensure consistency and avoid overlap;
- (d) That steps should be taken to ensure that the revised process would support the development of inter-disciplinary courses;
- (e) That steps should be taken to ensure that guidelines advised departments to consult within the Faculty as part of the course/module development process;
- (f) That the planned module audit would be helpful to enable the Faculty to review all existing modules to ensure efficiency and maximum exploitation of academic profile.

40/09-10 Faculty of Arts annual course reports (minute BFA.7(f)09/10 refers)

REPORTED:

- (a) That, at its meeting on 3 February 2010, the Arts Undergraduate Studies Committee considered a draft summary report of the Undergraduate Annual Course Review Reports submitted by Faculty departments for the academic year 2008-09 (Paper AUSC.9/09-10) and resolved that the report be approved, subject to minor amendment, noting in particular that faculty accommodation issues raised in the 2007-08 report (Paper AUSC 53/08-09) remain unsatisfactorily resolved and are continuing to be of concern in the current academic year;
- (b) That, at its meeting on 2 February 2010, the Arts Graduate Studies Committee considered a draft summary report of the Postgraduate Research Annual Course Review Reports submitted by Faculty departments for the academic year 2008/09 (Paper AGSC.19a/09-10) and noted that:
 - (i) The student statistics often vary between the Graduate School and departments because the Graduate School do not include students in extension or resubmission;
 - (ii) That the systems employed by Postgraduate Admissions are not working well and must improve;
 - (iii) That the reports highlight funding, space, noise in the Library, and Postgraduate Admissions as areas of concern;
 - (iv) That the reports highlight inter-department supervision as an area that is working well;

- (v) That the new term 2 PG Open day is welcome but that its Week 6 timing in 2010 clashes with the Faculty Reading Week, and that the Chair would raise this with SARO.
- (c) That, at its meeting on 18 May 2010, the Arts Graduate Studies Committee considered a draft summary report of the Postgraduate Taught Annual Course Review Reports submitted by Faculty departments for the academic year 2008/09 (Paper AGSC.36a/09-10) and noted that the issue of resources raised by Film and Television Studies may be related to issues prior to the move to Millburn House.

RECEIVED:

Summary annual course reports for Faculty Undergraduate, Postgraduate Taught and Postgraduate Research courses in 2008/09 (Papers AUSC.9/09-10 (revised), AGSC.19a/09-10 and AGSC.36a/09-10).

41/09-10 Staff-Student Liaison Committee annual reports

REPORTED:

That, at its meeting on 4 February 2010, the Academic Quality and Standards Committee considered the Undergraduate and Postgraduate SSLC annual summary reports drafted by the Students' Union Education Officer on behalf of the SSLC coordinators and resolved that:

- (a) To function effectively, the personal tutoring system required adequate resource, noting that in some departments members of academic staff were allocated a larger number of personal tutees, which could have an impact on the availability of personal tutors;
- (b) That the Committee's views on the importance of resourcing the personal tutoring system by passed to the Constitutional Advisory Group and copied to the Senior Tutor;
- (c) The Education Officer provide the Chair with details of the outcomes of recent student focus groups on feedback on assessed work, for consideration by the 'Aston Group' looking at approaches to assessment feedback (minute 41(b)/09-10 refers);
- (d) That the Education Officer provide a report to a future meeting of the Committee on course costs in addition to tuition fees;
- (e) That the SSLC summary reports be considered by the Boards of Undergraduate and Graduate Studies, Faculty Boards and the Students' Union Liaison Group, and forwarded to relevant administrative and service departments;
- (f) That the Education Officer be invited to draft a short summary of issues raised in the reports and actions taken, for circulation to students.

(AQSC minute 46/09-10 refers)

RECEIVED:

The Undergraduate SSLC annual summary report (paper AQSC.38/09-10) and the Postgraduate SSLC annual summary report (paper AQSC.39/09-10).

42/09-10 Representation of the Faculty on the Senate

REPORTED:

- (a) That there were two vacancies for a member of the Board of the Faculty of Arts to represent the Board on the Senate for the period from 1 August 2010 to 31 July 2013 arising from the end of the term of office of Professor Rob Burns and Professor Thomas Docherty;
- (b) 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 Nick Hewlett, French Studies (2011)
Professor Trevor Burnard, Head of the Department of History (2012)
Dr Jon Burrows, Head of the Department of Film and Television Studies (2012)
Professor Sean Hand, Head of the Department of French Studies (2012)
- (c) In accordance with University regulations, the majority of the six Faculty representatives must be Professors and the majority must be Heads of Departments. This means that, of the two vacancies to be filled, there must be at least one Head of Department and one Professor. One individual might fulfil both these requirements.
- (d) That nominations for members of the Board of the Faculty of Arts to represent the Board on the Senate had been received for:
- | | |
|---------------------------|--|
| Professor Catherine Bates | Head of the Department of English and Comparative Literary Studies |
| Dr Nadine Holdsworth | Head of the Department of Theatre, Performance and Cultural Policy Studies |
| Dr Cathia Jenainati | Department of English and Comparative Literary Studies |
- (e) That, subsequent to the receipt of nominations, Dr Cathia Jenainati had withdrawn her nomination.

RESOLVED:

That the following representatives of the Faculty of Arts be elected to serve as representatives on the Senate for the period from 1 August 2010 to 31 July 2013:

Professor Catherine Bates	Head of the Department of English and Comparative Literary Studies
Dr Nadine Holdsworth	Head of the Department of Theatre, Performance and Cultural Policy Studies

43/09-10 Directorships of University Research Centres

CONSIDERED:

The appointment of Directors of University Research Centres for those whose terms of office have expired or will expire in 2010 (Paper BFA.21/09-10).

RESOLVED:

- (a) That the following Directors be approved (term of office in brackets):
Dr Anne Gerritsen (2013) (replacing Professor Maxine Berg), Centre for Global History and Culture
Professor Simon Swain (2013) (re-appointment), Centre for East Roman Studies
- (b) That the Chair of the Board be permitted to approve the appointment of outstanding Directorships of Research Centres on behalf of the Board over the summer.

44/09-10 Membership of the Board of the Faculty of Arts and its Committees 2010/11

- (a) Chair of the Board 2010/11

REPORTED:

That Professor Stella Bruzzi had been re-elected by correspondence as Chair of the Board for 2010/11.

- (b) Membership of the Board of the Faculty of Arts 2010/11

RESOLVED:

That the membership of the Board of the Faculty of Arts for the academic year 2010/11 be as follows, noting that any vacancies will be resolved by correspondence and reported to the Senate at its meeting in October 2010:

Chair	Professor Stella Bruzzi
Deputy Chair	Professor Karen O'Brien
The Vice-Chancellor	Professor Nigel Thrift
English and Comparative Literary Studies (Head+3)	Professor Catherine Bates Dr John Gilmore Professor Tony Howard Mr Michael Hulse
History (Head+3)	Professor Trevor Burnard Dr Rebecca Earle Dr Sarah Hodges Dr Christoph Mick
French Studies (Head+2)	Professor Sean Hand (terms 1 and 2)/ tbc (term 3) Dr Katherine Astbury Professor Nick Hewlett

Classics and Ancient History (Head+1)	Professor Simon Swain Dr Stanley Ireland
German Studies (Head+1)	Professor Rob Burns Dr James Hodgkinson
History of Art (Head+1)	Dr Louise Campbell (term 1)/ Professor Michael Hatt (terms 2 and 3) Professor Paul Smith
Italian (Head+1)	Dr Jenny Burns Dr Loredana Polezzi
School of Theatre Studies (Head+1)	Dr Nadine Holdsworth Dr Tim White (terms 1 and 3)/Dr Yvette Hutchison (term 2)
Film and Television Studies (Head+1)	Dr Jonathan Burrows Dr Catherine Constable
Centre for Caribbean Studies (Director)	Professor Trevor Burnard
School of Comparative American Studies (Director)	Dr Tim Lockley
Undergraduate Studies Committee of the Board of the Faculty of Arts (Chair+5)	Dr Simon Gilson Dr Cathia Jenainati tbc, tbc, tbc (nominations to be taken at first meeting of AUSC in October 2010)
Graduate Studies Committee of the Board of the Faculty of Arts (Chair+3)	Dr Chris Bilton Professor Jackie Labbe tbc, tbc, tbc (nominations to be taken at first meeting of AGSC in October 2010)
Language Centre (1)	Mr Evan Stewart
Philosophy (1)	Professor Naomi Eilan
Board of the Faculty of Science	Professor Colin Sparrow
Board of the Faculty of Social Science	Professor Andrew Reeve
Board of the Faculty of Medicine	tbc
Institute of Education	Professor Jonothan Neelands
Up to three co-opted members	Professor Ann Caesar Professor Jim Davies

Professor Jeremy Treglown

Undergraduate student member	Ms Stephanie Poole
Postgraduate student member	tbc (elections to be held October 2010)

(c) Membership of the Undergraduate Studies Committee of the Board of the Faculty of Arts 2010/11

RESOLVED:

That the membership of the Undergraduate Studies Committee of the Board of the Faculty of Arts for the academic year 2010/11 be as follows, noting that any vacancies will be resolved by correspondence and reported to the Senate at its meeting in October 2010:

Chair	Dr Simon Gilson
Deputy Chair	Dr Cathia Jenainati
One member from each of the teaching Departments within the Faculty:	
Classics and Ancient History	Dr Stanley Ireland
School of Comparative American Studies	Dr Guy Thomson
English and Comparative Literary Studies	Dr Christiania Whitehead
Film and Television Studies	Dr Ed Gallafent
French Studies	Dr Oliver Davis
German Studies	Dr Helmut Schmitz
History	Professor Peter Marshall
History of Art	Dr Donal Cooper
Italian	Dr Simon Gilson
Philosophy	Dr Christoph Hoerl
School of Theatre, Performance and Cultural Policy Studies	Dr Tim White (terms 1 and 3)/Dr Yvette Hutchison (term 2)
Language Centre Representative	Mr Evan Stewart

One representative from the Board of the Faculty of Social Science	tbc
One student representative	Ms Stephanie Poole

(d) Membership of the Graduate Studies Committee of the Board of the Faculty of Arts 2010/11

RESOLVED:

That the membership of the Graduate Studies Committee of the Board of the Faculty of Arts for 2010/11 be as follows, noting that any vacancies will be resolved by correspondence and reported to the Senate at its meeting in October 2010:

Chair	Dr Christopher Bilton
Deputy Chair	tbc (nominations to be taken at first meeting of AGSC in October 2010)
One member from each of the teaching Departments within the Faculty:	
Classics and Ancient History	Dr Kevin Butcher
English and Comparative Literary Studies	Professor Jackie Labbe
Three representatives from the Departments of French Studies, German Studies, Italian Studies and the Language Centre	Dr Katherine Astbury Dr Christine Achinger Dr David Lines
History	Dr Rebecca Earle
History of Art	Dr Rosie Dias
Film and Television Studies	Professor Stephen Gundle
Theatre	Dr Nicolas Whybrow
Centre for Cultural Policy Studies	Dr Eleonora Belfiore
Chair of the Faculty Board, <i>ex officio</i>	Professor Stella Bruzzi
Comparative American Studies	Dr Guy Thomson
Philosophy	Professor David Smith

Centre for the Study of the
Renaissance

Dr David Lines

One student representative

tbc (elections to be held in October
2010)

45/09-10

Elections to University Committees

RESOLVED:

That the following representatives of the Faculty of Arts serve on the University
Committees indicated:

Board of Graduate Studies

Dr Chris Bilton, Centre for Cultural Policy Studies
(*ex officio*),
Professor Jackie Labbe, English and Comparative
Literary Studies
Postgraduate student representative tbc (elections
to be held in October 2010)

Board of the Faculty of Science

Professor David Morley, English and Comparative
Literary Studies

Board of the Faculty of Medicine

Dr Mathew Thomson, History

Board of the Faculty of Social Science

Dr Catherine Constable, Film and TV
Studies

Information Policy and Strategy Committee

Dr John Gilmore, English and Comparative
Literary Studies

CFDLSC of AQSC

Dr Cathia Jenainati, English
Dr Loredana Polezzi, Italian Studies

RECOMMENDED (to the Senate):

- (a) That the representatives of the Faculty of Arts to serve on the Equality and
Diversity Committee be, noting that vacancies will be resolved by
correspondence and further representatives recommended to the Senate in
October 2010:

Dr Margaret Shewring (terms 2 & 3), Theatre, tbc (term 1)
Dr Emma Campbell, French Studies

- (b) That the representatives of the Faculty of Arts to serve on the Undergraduate
Appeals Committee Panel for 2010/11 be:

Classics – Dr Stanley Ireland
Comparative American Studies – Dr Guy Thomson
English – Dr Cathia Jenainati

Film and TV – Dr Ed Gallafent
French – Dr Oliver Davis
German - Dr Helmut Schmitz
History – Professor Peter Marshall
History of Art – Dr Louise Campbell
Italian – Dr Simon Gilson
Theatre – Dr Silvija Jestrovic

- (c) That the representatives of the Faculty of Arts to serve on the Graduate Appeals Committee Panel for 2010/11 be:

Dr Catherine Constable
Dr Nick Hewlett
Dr David Lines
Dr Alistair Phillips

- (d) That the representatives of the Faculty of Arts to serve on the Investigating Committee into cases of Suspected Cheating for 2010/11 be, noting that vacancies will be resolved by correspondence and further representatives recommended to the Senate in October 2010:

Mr Michael Hulse
Dr Daniel Morrey
Dr Kevin Butcher
tbc
tbc

- (e) That the representatives of the Faculty of Arts to serve on the Committee on the Panel for the Committee on the Admissions of Students to courses of study for 2009/10 be:

Professor Karen O'Brien
Dr Nadine Holdsworth

- (f) That the representative of the Faculty of Arts appointed by the Chair of the Board of the Faculty to the University Health and Safety Committee be:

Dr Nicolas Whybrow

46/09-10

Warwick Prize for Writing

RECEIVED:

An update from Professor Jeremy Treglown on the 2010/2011 Warwick Prize for Writing, noting that it was hoped that there would be a way to generate University-level discussion about the nominated works through, for example, incorporation in departmental induction programmes or curriculum activities and that suggestions should be sent to Professor Treglown.

47/09-10

Institute for Advanced Teaching and Learning (IATL)

REPORTED:

That AQSC would consider a paper on the development of the IATL on 23 June and Faculties would be consulted on proposals at Faculty lunches after this, with the anticipated launch of the IATL taking place in October 2010.