

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of the Faculty of Arts 1 June 2011

Present: Professor Stella Bruzzi (Chair), Dr Katherine Astbury, Professor Catherine Bates, Dr Chris Bilton, Dr Jenny Burns, Dr Jon Burrows, Professor Jim Davis, Dr Rebecca Earle, Professor Naomi Eilan, Dr John Gilmore, Professor Simon Gilson, Professor Nick Hewlett, Professor Steve Hindle Dr Nadine Holdsworth, Mr Michael Hulse, Dr Stanley Ireland, Dr Cathia Jenainati, Dr Tim Lockley, Professor Mark Knights, Professor Paul Smith, Professor Simon Swain, Mr Evan Stewart

In attendance: Dr Laura Meadows, Miss Carolyn Evans, Mr Robert Horton, Mrs Jill Shaw

Apologies: Professor Kevin Butcher, Professor Ann Caesar, Dr Catherine Constable, Professor Sean Hand, Professor Rob Burns, Dr James Hodgkinson, Professor Michael Hatt, Ms Yvonne Kay, Dr Christoph Mick, Professor Jonothan Neelands, Dr Loredana Polezzi, Ms Stephanie Poole, Professor Jeremy Treglown, Dr Tim White

31/10-11 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 9 February 2011 be approved.

32/10-11 Matters Arising on the Minutes

- (a) Undergraduate fees, access and student experience from 2012
(minute 19/10-11 refers)

RECEIVED:

An oral update from the Chair on the access agreement submitted to OFFA for approval for fees, access and student support from 2012, noting that the outcome would be communicated to the University on 17 July 2011.

- (b) Refreshed University Strategy (minute 25/10-11 refers)

RECEIVED:

An oral update from the Chair on the implementation of the refreshed Vision 2015 Strategy approved by the Council in February 2011.

33/10-11 Membership and elections

- (a) Secretariat

REPORTED:

- (i) That Dr Laura Meadows had replaced Ms Laura du Plessis as Secretary to the Board of the Faculty of Arts, that Ms Carolyn

Evans had replaced Ms Kimberley Eccleston as Assistant Secretary (Undergraduate) and that Mr Robert Horton continues as Assistant Secretary (Postgraduate) for 2011/12;

- (ii) The Board wished Ms du Plessis well for her period of maternity leave.

(b) Appointment of the Chair of the Faculty Board

CONSIDERED:

The recommendation from the Vice-Chancellor that Professor Simon Swain serves as Chair of the Faculty Board for 2011/12 (Paper BFA.13/10-11, copy attached).

RESOLVED:

That Professor Simon Swain be appointed as Chair of the Board of the Faculty of Arts for 2011/12.

(c) Elections to Board of the Faculty of Arts and its Sub-Committees

CONSIDERED:

Nominations to the Board of the Faculty of Arts and its Sub-Committees for the academic year 2011/12 (Paper BFA.14/10-11), together with a proposal for appointment to any vacancies in the Board's Committees to be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

That the membership of the Board of the Faculty of Arts for the academic year 2011/12 be as follows, noting that any vacancies would be resolved by correspondence and reported to the Senate at its meetings in October 2011:

(i) Board of the Faculty of Arts

Chair	Professor Simon Swain
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Deputy Chair	TBC
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The Vice-Chancellor	Professor Nigel Thrift
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The Head and three other permanent full-time members of academic staff elected by and from each of the Departments of:

English and Comparative Literary Studies	Professor Catherine Bates Professor Tony Howard Dr John Gilmore
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History	Professor Maria Luddy Professor Mark Knights
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	Dr Claudia Stein Dr Penny Roberts
French Studies (Head and two other permanent full-time members of academic staff)	Professor Nick Hewlett Dr Katherine Astbury Professor Seán Hand
<i>The Head and one other permanent full-time member of academic staff elected by and from each of the Departments of:</i>	
Classics and Ancient History	Professor Kevin Butcher Dr Dan Orrells
German Studies	Professor Rob Burns Dr Jim Jordan
History of Art	Professor Michael Hatt Professor Paul Smith
Italian	Dr Jennifer Burns Dr Lorendana Polezzi
School of Theatre, Performance and Cultural Policy Studies	Dr Nadine Holdsworth Dr Tim White
Film and Television Studies	Dr Catherine Constable Dr Ed Gallafant (Term 1) Terms 2 & 3 TBC
Yesu Persaud Centre for Caribbean Studies (Director)	Dr John Gilmore
School of Comparative American Studies (Director)	Dr Roger Fagge
Undergraduate Studies Committee of the Board of the Faculty of Arts (Chair and five other permanent full-time members of the academic staff elected by and from the Undergraduate Studies Committee of the Faculty of Arts)	Professor Simon Gilson Dr Cathia Jenainati TBC (further nominations to be taken at first meeting of AUSC in October 2011)
Graduate Studies Committee of the Board of the Faculty of Arts (Chair three other permanent full-time members of academic staff elected by and from the	Dr Chris Bilton Professor Kevin Butcher TBC (further nominations to be taken at first meeting of AUSC on October 2011)

Graduate Studies Committee)

Language Centre	Mr Evan Stewart
Philosophy	Professor Naomi Eilan
Board of the Faculty of Science	TBC
Board of the Faculty of Social Science	Professor Andrew Reeve
Board of the Faculty of Medicine	TBC
Institute of Education	TBC
Up to three co-opted members	TBC TBC TBC
Undergraduate student member	TBC (to be notified by Students' Union)
Postgraduate student member	TBC (elections to be held in October 2011)

(ii) Undergraduate Studies Committee of the Board of the Faculty of Arts

Chair	Professor Simon Gilson
Deputy Chair	Dr Cathia Jenainati
<i>One member from each of the teaching Departments within the Faculty:</i>	
Classics and Ancient History	Dr Dan Orrells
School of Comparative American Studies	Dr Guy Thomson
English and Comparative Literary Studies	Dr Dan Katz
Film and Television Studies	TBC
French Studies	TBC
German Studies	Dr Jim Jordan (Term 1) Dr Sean Allan (Terms 2& 3)
History	Professor Peter Marshall
History of Art	TBC

Italian	Professor Simon Gilson
Philosophy	Dr Eileen John
School of Theatre, Performance and Cultural Policy Studies	Dr Tim White
Language Centre Representative	Mr Evan Stewart
One representative from the Board of the Faculty of Social Science	TBC
One student representative	TBC (to be notified by Students' Union)

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

Chair	Dr Christopher Bilton
Deputy Chair	Professor Kevin Butcher
<i>One member from each of the teaching Departments within the Faculty.</i>	
Classics and Ancient History	Dr Peter Pormann
English and Comparative Literary Studies	Dr Emma Francis
Three representatives from the Departments of French Studies, German Studies, Italian Studies and the Language Centre	Dr Christine Achinger (Terms 1&3) Dr Sean Allan (Term 2) Professor Simon Gilson (Term 1) Dr David Lines (Terms 2&3) TBC
History	Dr Rebecca Earle
History of Art	Dr Rosie Dias
Film and Television Studies	TBC
School of Theatre, Performance and Cultural Policy Studies	Dr Nicolas Whybrow (Terms 1&2) Professor Jim Davis (Term 3)
Centre for Cultural Policy Studies	Dr Eleanora Belfiore
Chair of the Faculty Board, <i>ex officio</i>	Professor Simon Swain
Comparative American Studies	Dr Guy Thomson

Philosophy	Professor Naomi Eilan
Centre for the Study of the Renaissance	Dr Maude Vanhaelen (Term 1) TBC (Terms 2&3)
One student representative	TBC (to be notified by Students' Union)

(iv) Faculty of Arts IT Committee

Professor Stephen Shapiro (Chair)
Mr Julian Chronicle
Mr Robert O'Toole
Mr Richard Parker
Dr James Hodgkinson
Dr Christoph Mick
Dr Tim White
Dr Steve Pidcock
Mr Chris Coe

(d) Nominations to Other University Committees

CONSIDERED:

Nominations from the Faculty to serve on University Committees for the academic year 2011/12 (Paper BFA. 14/10-11), together with a proposal for appointment or recommendation to any vacancies in these Committees to be approved by the Chair on behalf of the Boards during the summer months.

RESOLVED:

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

(i) The Board's representatives on the Faculty Boards

Science:	Professor Stephen Shapiro
Social Sciences:	TBC
Medicine:	Dr Claudia Stein

(ii) Board of Graduate Studies

Two academic representatives drawn from members of the Graduate Studies Committee of the Board and one postgraduate representative appointed by the Board from amongst the departments in the Faculty to serve on the Board of Graduate Studies:

Dr Chris Bilton (*ex officio*)
Professor Kevin Butcher
TBC (to be notified by the Students' Union October 2011)

(iii) Collaborative, Flexible and Distributed Learning Sub-Committee of the Academic Quality and Standards Committee

Two representatives of the Faculty:

Dr Cathia Jenainati
Dr Rosie Dias

(iv) Health and Safety Committee

One member of the Faculty appointed by the Chair:

Dr Milija Gluhovic

(v) Information Policy and Strategy Committee

One member from the Faculty:

Professor Stephen Shapiro

(vi) E-Learning Steering Group

TBC

(vii) Research Ethics Committee

One member of the Faculty:

Dr Mathew Thomson

RECOMMENDED (to the Senate):

The following nominations for membership of University committees to represent the Faculty of Arts for 2011/12:

(i) Equality and Diversity Committee

Two representatives of the Faculty:

Dr Margaret Shewring
Dr Emma Campbell

(ii) Undergraduate Appeals Committee Panel:

Members of academic staff from the Faculty of Arts appointed by the Senate on the recommendation of the faculty Board

Classics	Dr Dan Orrells
Comparative American Studies	Dr Guy Thomson
English	Dr Dan Katz
Film and TV	Dr Helen Wheatley
French	Dr Jessica Wardaugh
German	Dr Jim Jordan (Term 1)
	Dr Sean Allan (Terms 2&3)
History	Professor Peter Marshall
History of Art	Dr Louise Bourdua
Italian	Professor Simon Gilson
Theatre	Dr Tim White

(iii) Panel for the Committee on the Admissions of Students to Courses of Study

Up to two full-time members of academic staff from the Faculty of Arts:

Dr Nadine Holdsworth
Dr Sarah Hodges

(iv) Investigating Committee into Cases of Suspected Cheating

Up to five members of academic staff from the Faculty:

Mr Michael Hulse
Dr Douglas Morrey
Dr Alison Cooley
Professor Peter Marshall
Professor Kevin Butcher

(v) Graduate Appeals Committee Panel

Up to five members of academic staff from the Faculty:

Dr Catherine Constable
Dr Alastair Philips
Dr Guy Thompson
Dr Daniel Orrells

(c) University-level committees

CONSIDERED:

Nominations on appointments for individuals to represent the Faculty on University committees for the academic year 2011/12 (Paper BFA.15/10-11), copy attached;

(d) Election of Board Members to the Senate

- (i) That the Senate had six places for representative members of the Board of the Faculty of Arts appointed by the Board and that continuing representatives (with their term of appointment in brackets) would be:

Professor Catherine Bates (2013)
Dr Jon Burrows (2012)
Professor Seán Hand (2012)
Dr Nadine Holdsworth (2013)
Professor Simon Swain (2013)

- (ii) That there would be one vacancy on Senate for a representative member of the Board of the Faculty of Arts for the period 1 August 2011 to 31 July 2014 arising from the end of the term of office of Prof Nick Hewlett;

- (iii) That, in accordance with University regulations, the majority of the six Faculty representatives must be Professors or the majority must be Heads of Departments.

RESOLVED:

That, in accordance with University Regulation 2.2, the following representative of the Faculty of Arts be elected to serve as a representative on the Senate for the period from 1 August 2011 to 31 July 2014:

Professor Maria Luddy Head of the Department of History (from September 2011)

(e) Directors of Faculty Research Centres

RECOMMENDED (to Senate):

That the following appointments of Directors of the University Research/Teaching Centres within the Faculty of Arts where the existing post-holders' terms of office have expired or will expire in 2011 (with end of term and extension dates in brackets) be approved:

- (i) Comparative American Studies, Dr Tim Lockley (2012) to be replaced by Dr Roger Fagge (2014);
- (ii) Centre for Cultural Policy Studies, Dr Chris Bilton (2014);
- (iii) Centre for the Study of the Renaissance, Dr Penny Roberts (2012).

34/10-11 Chair's Business

REPORTED:

- (a) That the Faculty of Arts, despite the challenging funding climate, had generated in excess of £2.06M since August 2010, winning significant awards from the British Academy and Leverhulme Trust amongst others;
- (b) That the Faculty had benefitted from the addition of an Impact Officer and welcomed the opportunity to extend the post in the lead-up to the Research Excellence Framework (REF);
- (c) That the Chair of the Faculty would submit a bid for a new building for the Humanities, and would assemble a working group over the summer vacation to consider the priorities.

35/10-11 Development of academic language provision and translation studies (minute 32/09-10 refers)

CONSIDERED:

A paper setting out considerations for the future development of academic language provision and translation studies within the Faculty (paper BFA.16/10-11 with appendices ARC.65/10-11 and ARC.66/10-11).

REPORTED (by the Chair):

- (a) That the University had consulted the modern language departments during the current academic year to gauge support for establishing the discipline of Hispanic Studies;
- (b) That current expertise in Translation Studies could also be strengthened alongside Hispanic Studies and existing modern foreign languages;
- (c) That two existing Translation MAs were currently offered by the University, noting that each course offered a distinctive programme.

RESOLVED:

That, following extensive consultation throughout the academic year and after full discussion at Faculty Board, the Faculty would be supportive of the University establishing Hispanic Studies.

36/10-11 Course Proposal

CONSIDERED:

A preliminary outline for a proposed BA course in Interdisciplinary Arts for introduction from October 2012 (BFA.17/10-11)

REPORTED:

- (a) That an Interdisciplinary Arts BA might strengthen the existing offer from the Faculty, given the expected rise in fees from 2012;
- (b) That offering the course with an intercalated Masters would be considered;
- (c) That student numbers for the course would likely come from the departments involved allocating a small number each.

RESOLVED:

That a feasibility study would be started during the summer vacation and a report presented to the Board at its next meeting.

37/10-11 Arts Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 11 May 2011 (Paper BFA.18/10-11, copy attached).

38/10-11 Arts Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 17 May 2011 (Paper BFA.19/10-11, copy attached).

39/10-11 Student Representatives' Issues

RECEIVED:

A report from the Faculty of Arts Postgraduate student Representative, read by the Chair, which noted:

- (a) That postgraduate students in the Faculty would like more dedicated space to work in;
- (b) That postgraduate students in the Faculty would like more comprehensive forms of feedback;
- (c) That postgraduate students were gratified that PG fees would not rise in 2012.

40/10-11 Arts Faculty Research Committee

RECEIVED:

The minutes of the meeting of the Arts Faculty Research Committee held on 9 March 2011 (Paper BFA.20/10-11, copy attached).

41/10-11 Items for Discussion at Senate

RESOLVED:

That the following items be included to report at the next meeting of the Senate:

- (a) Development of academic language provision and translation studies (minute 35/10-11 refers);
- (b) A course proposal for a BA in Interdisciplinary Arts (minute 36/10-11);
- (c) All points minuted under Chair's Business (minute 34/10-11 refers).

42/10-11 Progress of Board recommendations through higher committees

Yesu Persaud Centre for Caribbean Studies (minute 22/10-11 refers)

REPORTED:

That, at its meeting on 16 March 2011, the Senate resolved that the proposed amendments to the constitution of the Centre for Caribbean Studies be approved as set out in paper S.29/10-11 and as follows (deletions ~~struck through~~, additions underlined):

(a) THE DIRECTOR

- (i) The Director of the Centre shall be appointed by the Board of the Faculty of Arts on the nomination of the Head of the Department of ~~History~~ English and Comparative Literary Studies following consultation with the membership of the Centre for a period of three years.
- (ii) The Director shall be responsible to the Advisory Board for the planning and direction of the work of the Centre.

(b) MANAGEMENT COMMITTEE

There would be a Management Committee of the Centre consisting of:

- (i) the Director of the Centre;
- (ii) the Head of the Department of ~~History~~ English and Comparative Literary Studies;
- (iii) three members of academic staff of the University involved, in or associated with, the work of the Centre, the creation of new projects and related applications for funding, the allocation of discretionary funds and all other matters relevant to the Centre.

(c) ADVISORY BOARD

There would be an Advisory Board of the Centre consisting of:

- (i) The Chair, normally external to the University;
- (ii) The Director of the Centre;
- (iii) The Head of the Department of ~~History~~ English and Comparative Literary Studies;
- (iv) Three members of the Management Committee;
- (v) Such other persons as qualified by their professions, accomplishments or interests to advance the work of the Centre, as may be appointed from time to time. External members shall serve for three years, and appointments may be renewable.

(unconfirmed Senate minute S.xx/10-11)

43/10-11 Annual course review reports 2009/10

REPORTED:

That summary Faculty undergraduate and postgraduate annual course review reports 2009/10 were considered by Faculty Undergraduate and Graduate Studies Committees at their meetings on 2 February 2011 and 1 February 2011/17 May 2011 respectively and submitted to the Board of Undergraduate Studies (BUGS) and Board of Graduate Studies (BGS).

(a) Undergraduate reports

REPORTED:

That, at its meeting on 23 February 2011, BUGS considered (*inter alia*) summary reports of the Undergraduate annual course review reports submitted by departments in the Faculties of Arts, Science and Social Sciences and, of particular relevance to the Faculty of Arts, resolved:

- (i) That the Chair be asked to write to the Senior Tutor to bring to his attention students' concerns in relation to the allocation of personal tutors for students on joint degrees;
- (ii) That it be noted that the Board supported the idea of universal electronic submission of assessed work and the ongoing development work by IT Services regarding online marking and feedback facilities should further encourage this;

- (iii) That the points raised about wireless access in the Humanities Building be referred to the Director of IT Services and Estates for their consideration;
- (iv) That the Chair be asked to consult with the Pro Vice-Chancellor (Education and Student Experience) concerning the points raised about contact hours, particularly in the Faculty of Arts;
- (v) That the Chair be asked to consider the current guidelines relating to peer assessment and whether there is a need for the Board to consider this issue further.

(minute BUGS 14/(a)-(h)/10-11 refers)

(b) Postgraduate reports

REPORTED:

That, at its meetings on 24 February 2011, BGS considered (*inter alia*) summary reports from the Faculties of Arts, Science and Social Sciences and, of particular relevance to the Faculty of Arts, reported:

- (i) That standard issues were reported, notably difficulties in accessing funding, difficulties in accessing space (office, study) and issues surrounding completion and progression;
- (ii) That departments should be asked in their next report to comment on their ability to meet the University's goal of doubling the number of postgraduate research students outlined in the refreshed University Strategy;
- (iii) That the summary PGT annual course review reports prepared by each of the Faculty Graduate Studies Committees were due for the meeting of the Board on 9 June 2011.

44/10-11 SSLC Coordinators' Annual Reports

(a) Undergraduate report

REPORTED:

That, at its meeting on 23 February 2011, BUGS considered the Undergraduate Student-Staff Liaison Committee Annual Report 2010 (paper BUGS 10/10-11) and resolved:

- (i) That the Chair be asked to consult with the Pro Vice-Chancellor (Education and Student Experience) concerning points raised regarding feedback to students, with a view to the Institute of Advanced Teaching and Learning (IATL) being asked to provide further guidance or training to staff regarding feedback;
- (ii) That the Chair be asked to write to the Senior Tutor in relation to the further promulgation of the Personal Tutor guidelines with a view to exploring how members of academic staff might be incentivised to fully comply with the expectations set out in these guidelines.

(b) Postgraduate report

REPORTED:

That, at its meeting on 24 February 2011, BGS received a report from the Education Officer on 2009/10 Postgraduate Student Staff Liaison Committee (paper BGS 39/10-11) and resolved:

- (i) That the Board fully endorsed University policy on providing feedback, noting the expectations that work with feedback should be returned within four weeks;
- (ii) That SSLCs be reminded to invite representatives from Student Careers and Skills to the their meetings

Recommended:

- (iii) That the issue of accommodation contracts for students wishing to undertake a period placement or study abroad be looked into by the Pro Vice-Chancellor (Student Experience).
(Minute BGS 63(a) to (k/10-11 refers)

45/10-11 Any Other Business

RESOLVED:

That the Board expressed their thanks to the Chair for her service.