

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

Minutes of a meeting of the Board of the Faculty of Arts held on Tuesday 13 February 2018

Present: Professor P Roberts (Chair), Dr J Alexander (History of Art), Dr F Anderson-Gough (Faculty Senior Tutor), Dr C Bennett (Medicine Representative), Dr C Bilton (Centre for Cultural & Media Policy Studies), J Bork (Undergraduate Student Representative), Professor C Constable (Film and Television Studies), Professor A Cooley (Classics and Ancient History), Dr D Fearn (Classics and Ancient History), Dr T Grant (English and Comparative Literary Studies), Professor Andy Lavender (Theatre & Performance Studies and Cultural & Media Policy Studies), Dr R Moseley (Film and Television Studies), D Richards (Postgraduate Student Representative), Professor M Philp (History), Dr G Schwartz-Leeper (Cross-Faculty Studies), E Stewart (Modern Languages and Cultures), Dr H Wheatley (Deputy-Chair), Dr T White (Theatre & Performance Studies and Cultural & Media Policy Studies).

Apologies: Dr C Achinger (Modern Languages and Cultures), Professor D Branch (History), Dr J Burns (Director of CADRE), Dr F Camilletti (Modern Languages and Cultures), Professor C Constable (Film and TV Studies), Professor I de Smet (Centre for the Study of the Renaissance), Professor Maureen Freely, Professor Sean Hand (except for Warwick in Europe item), Professor C Jenainati, Dr E John (Philosophy and Board of the Faculty of Social Sciences representative), Dr D Morrey (Modern Languages and Cultures), Professor M Philp (History), Professor A Ribeiro de Menezes (Modern Languages and Cultures), Dr S Richardson (incoming Chair of AEC, Professor P Smith (History of Art).

In attendance: Dr O Davis (Deputy Chair, AEC), C Glover (Assistant Secretary), C Henrywood (Secretary), K Jackson (Library Representative), D Stonefield (Faculty Director of Administration).

*Restricted business (denoted by and asterisk {\*}) is confidential to members and attendees of the Board of the Faculty of Arts*

### 24/17-18 Conflicts of Interest

#### REPORTED:

- (a) That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

#### RESOLVED:

- (b) That the members of the Committee reported no conflicts of interest relating to agenda items for the meeting.

25/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Arts held on 14 November 2017 (available online).

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Arts held on 14 November 2017 be approved.

26/17-18 Matters Arising on the Minutes

(a) Terms of Reference (minute 2/17-18 refers)

REPORTED:

- (i) That the comparison exercise that was considered at the last meeting regarding the proposed harmonised Terms of References of the Faculty Boards with the Board's Terms of Reference prior to the Academic Governance Review (paper BFA.01/17-18 refers) that was recommended to the Senate for approval by the Board at the last meeting was not submitted to the Senate for consideration.
- (ii) That the delay in this being considered by the Senate was as a result of the proposed merger of the Faculties of Science and Medicine (agendum item 8).
- (iii) That this will be revisited when a decision is made by the Senate regarding the proposed merger of the Faculties of Science and Medicine was made.

(b) Membership (minute 3/17-18 refers)

REPORTED:

- (i) That Dr Helen Wheatley had been appointed as the Deputy Chair of the Faculty of Arts with immediate effect.
- (ii) That Dr Sarah Richardson had been appointed as the Chair of the Arts Education Committee and would Chair the Committee from Term 3 of 2017-18.
- (iii) That Dr Jenny Burns had been appointed as the Director of the Centre for Arts Doctoral Research Excellence (CADRE) from Term 3 of 2017-18.
- (iv) That both Dr Jenny Burns and Dr Oliver Davis had been appointed as Deputy Chairs of the Arts Education Committee.

27/17-18 Chair's Business

(a) Faculty Directors of Student Experience and Progression

REPORTED:

- (i) That two Faculty Directors of Student Experience and Progression posts had been advertised and that Dr Kathryn Woods had been appointed to one of the vacancies.
- (ii) That the other vacancy has been re-advertised and that interviews had been scheduled for the end of March 2018.

(b) Faculty Wellbeing Adviser

REPORTED:

That Adam Miller had been appointed as the Faculty Wellbeing Adviser for the Faculty of Arts.

(c) Faculty Student Engagement Co-ordinators

REPORTED:

- (i) That the role for the Faculty of Arts was being advertised on insite: <https://warwick.ac.uk/services/aro/dar/quality/categories/feedback/studentengagementcoordinators>
- (ii) That the closing date for expressions of interest was 19 February 2018 and should be sent to [sleec@warwick.ac.uk](mailto:sleec@warwick.ac.uk).

(d) Faculty of Arts Lunches

REPORTED:

- (i) That the previous structure of the Faculty of Arts Board meeting required members to block out 3.5 to 4 hours in their diaries.
- (ii) That whilst the lunches were open to all members of the sub-Committees to attend and others as invited, it was generally just the Board members who attended the lunch.
- (iii) That Board meetings will now be 1.5 hours long and will include a working lunch for all members of the Board.
- (iv) That a once a term Faculty lunch and/or event would be considered for introduction in the 2018-19 academic year that would be open to all members of staff.

(e) NSS Launch 2018

REPORTED:

That the response rate across the University was 22 per cent at the end of the first week of the NSS.

(i) Warwick Awards for Teaching Excellence

REPORTED:

(i) That nominations were open for Warwick Awards for Teaching Excellence for staff (WATE) and postgraduate research students (WATE PGR), noting a deadline for nominations by students and staff of 28 February 2018;

(ii) That full details were available online from <http://warwick.ac.uk/wate>.

28/17-18 Humanities Building

RECEIVED:

An oral report from the Chair and the Director of Administration on the progress of the new Humanities Building project.

REPORTED:

(a) That the building project was in the last part of RIBA stage 3 and that it was anticipated that this stage will close at the end of March 2018.

(b) That it was anticipated that if everything went to plan, the timeline will roughly be as follows:

(i) Estates Department will go out to tender for contractors in June 2018;

(ii) The Building Contractor will be appointed in September 2018;

(iii) Car Park 7 will be demolished in Autumn 2018 and the new Kirby Corner Road Multi-storey Car Park will be available in January 2019;

(iv) That 'breaking ground' will take place in January 2019.

(c) That the name of the building is yet to be discussed and decided.

(d) That there is still much to discuss including the strategy for moving into the building.

(e) That it was planned that the building would be partially occupied by Easter 2021 so as to be able to support/host City of Culture events in the space between the Faculty of Arts Building and the Arts Centre.

29/17-18 Reports from the Chairs of Faculty Sub-Committees

RECEIVED:

Oral reports from the Chairs of the following Faculty Committees:

(a) Arts Education Committee (AEC)

REPORTED: (by Dr O Davis)

- (i) That the meeting in week 4 had a substantial agenda that included a review of all ITLR plans from each Arts department, noting that the Committee expressed its displeasure at being responsible for monitoring departmental progress against ITLR reports as well as being responsible for delivering the strategic projects proposed by the Faculty ITLR Engagement Event.
- (ii) That the Chair was keen to carve out space in the agenda to hold strategic discussions by managing the impact of quality assurance paperwork.
- (iii) That two working groups had been established to consider employability (led by Dr J Garde Hansen) and widening participation (led by Dr R Moseley).
- (i) That the minutes from the meeting can be found in BFA.13/17-18 (available online).

(b) Arts Faculty Research and Impact Committee (AFRIC)

REPORTED: (by Dr H Wheatley)

- (ii) That the meeting in November 2017 was chaired by Professor S Gilson.
- (iii) That a large part of the business was regarding the REF guidelines that had been issued including the allocation of impact case studies and the submissions deadlines to RAP (3 months).
- (iv) That a series of Impact Lunches had been organised, with the first one held to consider Coventry's City of Culture 2021 and the impact opportunities that will present.
- (v) That the minutes from the meeting can be found in BFA.14/17-18 (available online).

30/17-18 Proposal for the Faculties of Medicine and Science to Merge

CONSIDERED:

A proposal from the Acting Academic Registrar regarding the Faculty of Medicine and the Faculty of Science to merge with effect from the academic year 2018-19, as set out in paper BFA.08/17-18 (available online).

REPORTED: (by the Chair)

- (a) That there was nothing in the proposal to merge the Faculties of Medicine and Science that was controversial as far as the Faculty of Arts was concerned.
- (b) That it was important to ensure that representatives from the Faculty of Arts were part of the Task and Finish Group and it was agreed that the Faculty of Arts representatives who sat on the Board of the Faculty of Medicine and the Board of the Faculty of Science would be the preferred Arts representatives.

RESOLVED:

That Dr T Grant and Dr F Camilletti be appointed to the membership of the Merger of the Faculties of Medicine and Science Task and Finish Group as the representatives of the Board of the Faculty of Arts.

31/17-18 Review of Personal Tutoring

RECEIVED:

- (a) The Cover Sheet and Executive Summary report of the review group outlining the recommendations of the review group (BFA.09a/17-18, [available online](#)), noting that this was considered and approved by the Arts Education Committee at its meeting held on 31 January 2018, subject to the comments made by the Committee being taken in consideration.
- (b) The Full Report can be found below the line ([agendum 16, BFA.09b/17-18, available online](#)).

REPORTED: (by the Chair)

- (c) That the Arts Education Committee (AEC) considered this paper at its meeting held on 31 January 2018.
- (d) That the changes recommended by members of AEC had been incorporated into the Cover Sheet and Executive Summary that have been circulated with this agenda, and the changes suggested by AEC members can be found in the minutes of the AEC meeting (BA.13/17-18, [available online](#)).

(by Professor A Cooley)

- (e) That the Classics Students' Society played a big role in mentoring first year students and there is an SU Welfare Committee that also supports students and the valuable peer support provided by students should be acknowledged.

RESOLVED:

- (f) That the report and its recommendations be approved.

32/17-18 Warwick in Europe

RECEIVED:

- (a) Further to the presentation received at the Heads of Departments' Forum on 10 January 2018, an oral report from Professor Seán Hand (Deputy Pro-Vice-Chancellor (Europe)) and Mike Haymes (Partnership Manager).

REPORTED:

- (b) That there were two big institutions in Brussels and Paris that the University was developing links with, noting that the Faculty have been involved in discussions with Paris Seine and that the Faculty be thanked for the support provided.
- (c) That some external funding had been secured to offer fellowships with 3 months spent at Warwick.
- (d) That Paris Seine was establishing a Graduate School.

33/17-18 Triennial Review of Faculty Research Centres

CONSIDERED:

Paper setting out details for the review of the following University Research Centres relevant to the Faculty of Arts (BFA10/17-18, [available online](#)):

- (a) Centre for the History of Medicine, Category II;
- (b) Centre for Television History, Heritage and Memory Research, Category II
- (c) Eighteenth Century Centre, Category III, noting that this change includes a proposal to rename the Centre as the Early Modern and Eighteenth Century Centre.

RECOMMENDED: (to the University Research Committee)

That the following Research Centres continue for a further three years:

- (a) Centre for the History of Medicine, Category II;
- (b) Centre for Television History, Heritage and Memory Research, Category II
- (c) Eighteenth Century Centre, Category III, noting that this change includes a proposal to rename the Centre as the Early Modern and Eighteenth Century Centre.

34/17-18 New University Departmental Research Centres

CONSIDERED:

- (a) A proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established as set out in paper BFA.11/17-18 ([available online](#)).
- (b) A proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established as set out in paper BFA.12/17-18 ([available online](#)).

RECOMMENDED: (to the University Research Committee)

That the following Research Centres be established:

- (a) Centre for Health Economics at Warwick (CHEW), to be established as set out in paper BFA.11/17-18 ([available online](#)).
- (b) Warwick Mental Health Research Centre, to be established as set out in paper BFA.12/17-18 ([available online](#)).

35/17-18 PGR Annual Course Review Reports

CONSIDERED:

- (a) That Annual Course Review reports had been received from the following Departments and Centres:
  - (i) Department of Classics and Ancient History (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (ii) Centre for Cultural Policy Studies (paper BFA.16b/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (iii) Centre for the Study of the Renaissance (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (iv) Department of English and Comparative Literary Studies (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (v) Department of Film and Television Studies (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (vi) School of Modern Languages and Cultures (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (vii) Department of History (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (viii) Department of History of Art (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (ix) Department of Philosophy (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#));
  - (x) School of Theatre & Performance Studies (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, [available online](#)).

RESOLVED:

- (b) That the Composite Annual Course Review report for postgraduate research courses from across the Faculty of Arts (paper BFA.16/17-18 {revised} refers) be approved.



36/17-18 University Anti-Bribery Policy

REPORTED:

- (a) That the University has launched an Anti-Bribery Essentials e-learning module, available to all members of staff involved in high risk activities, including for example Boards of Examiners, noting that additional information is available online at: <https://warwick.ac.uk/services/gov/university-policies/antibribery/background/>
- (b) That Heads of Departments should encourage colleagues to complete this module.

37/17-18 Next Meeting

REPORTED:

That the next meeting of the Board will take place on Wednesday 30 May 2018, 12-2pm, room CMR 1.0, first floor, University House and will include a working lunch:

- (i) Deadline for notification of intention to submit a paper: 12 noon, Wednesday 9 May 2018;
- (ii) Deadline for draft papers to be submitted by: 12 noon, Wednesday 16 May 2018;
- (iii) Electronic circulation of papers: Wednesday 23 May 2018.

---

## **ITEMS RECEIVED FOR INFORMATION ONLY**

The Chair and Secretary considered that the following items were non-controversial and/or could be accepted with a minimum of explanation.

38/17-18 Timeliness of Provision of Feedback to Students on Assessed Work

CONSIDERED:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty (paper BFA.07/17-18, available online).

39/17-18 Full Report Review of Personal Tutoring

CONSIDERED:

As outlined in agendum item 8, the Full Report, with the Cover Sheet and Executive summary, are available (paper BFA.9b/17-18, available online).

40/17-18 Arts Education Committee

REPORTED:

That the unconfirmed minutes of the meetings of the Arts Education Committee for the meeting held on 31 January 2018 are available (paper BFA.13/17-18, available online).

41/17-18 Arts Faculty Research and Impact Committee

REPORTED:

That the unconfirmed minutes of the meetings of the Arts Faculty Research and Impact Committee for the meeting held on 29 November 2017 are available (paper BFA.14/17-18, available online).

42/17-18 Partnerships Committee

REPORTED:

That the minutes of the meetings of the Partnerships Committee are available online at <https://warwick.ac.uk/committees/partnerships/minutes/>.

43/17-18 Academic Quality and Standards Committee

REPORTED:

That the minutes of the meetings of the Academic Quality and Standards Committee are available online at <http://warwick.ac.uk/committees/aqsc/minutes/>.

44/17-18 University Education Committee

REPORTED:

That the minutes of the meetings of the University Education Committee are available online at <https://warwick.ac.uk/committees/ec/minutes/>.

CH 2018-02-05

M:\DR\Quality\Faculty Boards\Arts\2017-18\BFA\2018-02-13\DRAFT v2