

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts at 2.00pm on Wednesday 29th October 2003 in the Council Chamber, Senate House.

Dr J W Nicholls
Registrar

A G E N D A

1. Terms of Reference and Membership

TO REPORT:

That paragraph (4) of Statute 20 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 18;
- (g) to discharge such other functions as the Senate may from time to time determine.

TO RECEIVE:

The membership of the Board for the academic year 2003/04 (Paper BFA.1/03-04 attached).

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 4th June 2003 (copy attached).

3. Chair's Action

TO REPORT:

That Professor Whitby, acting on behalf of the Board, had taken action over the summer to approve:

(a) Elections

- (i) The appointment of Professor A McFarlane as Chair of the Board of the Faculty of Arts
- (ii) The appointment of Professor L Paterson as Chair of the Undergraduate Studies Committee of the Faculty.
- (iii) The appointment of Dr J Labbe as a representative of the Faculty on the Careers Advisory Board
- (iv) The appointment of Dr H Denard as a representative of the Faculty on the Board of Lifelong Learning and on the Partnerships and Distance Learning Sub-Committee of the Academic Quality and Standards Committee.
- (v) The appointment of Dr P Kuhiwczak and Dr M Luddy as representatives of the Faculty on the Board of Graduate Studies.
- (vi) The appointment of Mr A Howard as an advisor to overseas students.

(b) Directorship of Research Centres

That Dr H Marland had been appointed Director of the Centre for the History of Medicine for the period 2003/04 to 2005/06.

4. Chair's Business

Promotions

TO REPORT:

That Mr O Bennett had been awarded a professorial promotion.

5. Matters Arising on the Minutes

(a) Progress of Committee Recommendations

TO REPORT:

That, at its meeting on 7 July 2003, the Academic Quality and Standards Committee resolved:

- (i) That the Periodic Review report and response from the Department of English & Comparative Literary Studies be approved as set out in papers BFA 27(revised) and 28/02-03 respectively.
- (ii) That the Periodic Review report and response from the Department of Italian Studies be approved as set out in papers BFA 29 & 30/02-03 respectively; it being noted that the Committee was content with postgraduate students participating in the undergraduate SSLC.
- (iii) That the Periodic Review report and response from the Department of German Studies be approved as set out in papers BFA 31 & 32/02-03 respectively, it being noted that the Estimates and Grants Committee had indeed provided funding for one year only for the third lektorin post.
- (iv) That the Periodic Review report and response from the Department of History of Art be approved as set out in papers BFA 33 & 34/02-03 respectively; it being noted that the board of the Faculty of Arts would hold a formal review of

progress on Periodic Review recommendations in the Autumn Term 2003 owing to the current restructuring taking place within the department.

- (b) German Periodic Review (minute BFA.36/02-03 refers)

TO CONSIDER:

A report from the Department of German Studies on the results of the survey undertaken on the work required of students at other institutions on their year abroad (Paper BFA.2/03-04 attached)

- (c) History of Art Periodic Review (minute BFA.36/02-03 refers)

TO CONSIDER:

An updated response to the Periodic Review Report (Paper BFA.3/03-04 attached).

- (d) French SSLC Report (minute BFA.37/02-03 refers)

TO REPORT:

That the Department of French Studies had confirmed that a representative of the SSLC will be invited to be present at discussion of SSLC business at Departmental meetings and that undergraduate e-mail distribution lists have been set up to facilitate communication with students.

6. Strategic Developments in Library Services

TO RECEIVE:

An oral report from the new Librarian, Ms Anne Bell, on strategic developments in Library services.

7. Processing of Teaching Quality Business

TO RECEIVE:

A report by the Senior Assistant Registrar (Teaching Quality) on the consideration of teaching quality business by University committees (Paper BFA.4/03-04 to follow).

8. Institutional Audit

TO RECEIVE:

- (a) A copy of the University's Self-Evaluation Document (Paper BFA.5/03-04 to follow).

- (b) A copy of the University's Student Submission (Paper BFA.6/03-04 to follow).

9. Undergraduate Annual Review Reports 2002/03

TO CONSIDER:

Undergraduate annual review reports for 2002/03 from the following departments (Paper BFA.7/03-04 attached)

- (a) Classics and Ancient History
- (b) School of Comparative American Studies
- (c) English and Comparative Literary Studies

- (d) Film and Television Studies
- (e) French Studies
- (f) German Studies
- (g) History
- (h) History of Art
- (i) Italian
- (j) School of Theatre Studies
- (k) Centre for Translation and Comparative Cultural Studies

10. Summative Postgraduate SSLC Report

TO CONSIDER:

A summative report on the Postgraduate SSLC reports for 2002/03 (Paper BFA.8/03-04 attached)

11. Periodic Reviews

TO CONSIDER:

- (a) The report of the Periodic Review of the Department of French Studies (Paper BFA.9/03-04 attached)
- (b) The response of the Department of French Studies to the review report (Paper BFA.10/03-04 attached)

12. Advisory Board to the Faculty of Arts

TO CONSIDER:

A report of the first meeting of the Advisory Board to the Faculty of Arts held on 23 June 2003 (Paper BFA.11/03-04 to follow)

13. Elections

Warwick Active Community Programme

TO REPORT:

- (a) That nominations for representatives to serve on the Steering Committee for the Warwick Active Community Programme are sought.
- (b) That the main roles of the academic members of the Committee are:
 - (i) To give advice on establishing community-related projects relevant to departments in their Faculty.
 - (ii) To provide more general advice and guidance on working with the local community and, in particular, how academic staff might engage with the community.

TO CONSIDER:

The election of a representative of the Faculty to serve on the Steering Committee for the Warwick Active Community Programme.

Membership of the Board of the Faculty of Arts

TO CONSIDER:

The election of Professor Whitby as a co-opted member of the Board.

14. Report from the Graduate Studies Committee of the Board of the Faculty of Arts

TO RECEIVE:

Minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Arts held on 15 October 2003 (Paper BFA.12/03-04 attached).

15. Report from the Undergraduate Studies Committee of the Board of the Faculty of Arts

TO RECEIVE:

Minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts held on 15 October 2003 (Paper BFA13.03/03 to follow).

16. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at Senate.

17. Arts Faculty Computing Committee

TO CONSIDER:

Minutes of the meeting of the Arts Faculty Computing Committee (Paper BFA.14/03-04 attached).

18. Centre for Research in Philosophy and Literature Annual Report 2002-03

TO RECEIVE:

The Annual Report of the Centre for Research in Philosophy and Literature 2002-03 (Paper BFA.15/03-04 attached).

19. Any Other Business