

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF ARTS

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 4 June 2003.

- Present: Professor M Whitby (Chair)
Mr J Arroyo, Dr K Astbury, Dr M Beistegui, Professor R A Burns, Professor A Caesar, Professor C Davis, Dr A D Eastmond, Dr E C Gallafent, Dr A Gerritsen, Professor G H Heuman, Dr M J Kooy, Dr J Labbe, Mr S J Lamb, Professor P W D Mack, Dr P Marshall, Professor A McFarlane, Dr R Powell, Dr H Schmitz, Dr J G Shields, Professor S Swain, Professor D Thomas, Mr R Watson
- In Attendance: Ms A Allinson, Ms K Gray, Professor R Beacham, Mr R Parker, Ms K Sanderson (for item 34/02-03)
- Apologies: Dr S Ireland, Dr K O'Brien, Ms T Playle, Professor C Steedman,

MINUTES

30/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 12 February 2003 be approved:

31/02-03 Matters Arising on the Minutes

- (a) Periodic Review of the Centre for Translation and Comparative Cultural Studies
(minute 24/02-03 referred)

CONSIDERED:

An updated response to the report of the Periodic Review of the Centre for Translation and Comparative Studies from the Director of the Centre (Paper BFA.26/02-03)

RESOLVED:

That the response be approved, it being noted that the Chair of the Panel had seen the response and recommended it to the Board for approval.

- (b) Faculty Advisory Board (minute 21/02-03 referred)

REPORTED:

That the first meeting of the Faculty Advisory Board would take place on 23 June 2003.

- (c) Faculty Magazine

REPORTED:

That the Secretary to the Humanities Research Centre had taken on responsibility for publishing the report.

RESOLVED:

That the Faculty be asked to provide suggestions to the Secretary of the Faculty Research Centre for a distribution list for the magazine.

- (d) Centre for the Study of the Renaissance (minute 23/02-03 referred)

REPORTED:

That any issues of concern raised by students in the Centre for the Study of the Renaissance had been explored and dealt with, it being noted that the Departments of English and Comparative Literary Studies and History of Art had been particularly supportive in resolving the issues raised.

- (e) Accommodation (minute 22/02-03 referred)

REPORTED:

- (i) That the purchase of National Grid House was ongoing and that space vacated in Senate House was likely to be of benefit to the Faculty.
- (ii) That SRIF funding was to be used to support the reconfiguration of the Social Studies Building but that a similar project in the Humanities Building would not have been feasible.

- (f) Periodic Review of the School of Theatre Studies (minute 14/02-03 refers)

REPORTED:

- (i) That, at its meeting on 26 February 2003, the Academic Quality and Standards Committee had considered the Periodic Review Report on the Faculty of Arts' review of provision in the School of Theatre Studies together with the School's response and resolved that an updated response be provided by the School of Theatre Studies indicating how the issues arising in the Periodic Review had been addressed.
- (ii) That, at its meeting on 15 May 2003, the Academic Quality and Standards Committee had considered a response from Professor D Thomas, Professor Responsible, School of Theatre Studies, and resolved that a sub-group of the Quality Task Group comprising Professors Bassnett and Whitby and Dr S Hill meet with the Professor Responsible for the School of Theatre Studies to offer central support to the School in fulfilling its responsibilities in a number of areas relating to teaching quality, this to include the provision of a report from the School on its progress towards meeting the recommendations set out in the latest Periodic Review.

RESOLVED:

That the concerns of the Professor Responsible for the School of Theatre Studies relating to the resolution and its communication be noted.

32/02-03 Chair's Business

- (a) Faculty Secretary

REPORTED:

- (i) That the previous Faculty Secretary, Elizabeth Greenwood, had retired.

- (ii) That a new Faculty Secretary, Sarah Sims, would take up post on 9 June 2003.
- (iii) That the hours of the Secretary to the Humanities Research Centre had been increased.

RESOLVED:

That Elizabeth Greenwood be thanked for all her work in support of Faculty activities.

(b) Promotions

RESOLVED:

That all those members of the Faculty who had recently received promotion be congratulated, it being noted that all those put forward for promotion from the Faculty had been successful and that two members of staff, Drs Paul and Polezzi, had been identified for particular praise for their teaching activities.

(c) Institutional Audit

REPORTED:

- (i) That the Institutional Audit would take place in March 2004 and that prior to the visit, the University would be notified of the Discipline Audit Trails to be undertaken. A preliminary visit by the panel would be undertaken in November 2003.
- (ii) That the Quality Assurance team would be asking Departments for information in preparation for the Audit and that Departments were encouraged to respond promptly to facilitate the necessary work.

RESOLVED:

That clarification be sought from the Quality Assurance team on the documentation that it would be necessary to keep from the examination period.

33/02-03 Chair's Action

Directors of Research Centres

REPORTED:

- (a) That Professor S Swain has been appointed to the Directorship of the Centre for Research in East Roman Studies for the period 2003/04 to 2005/06.
- (b) That Professor J King has been appointed to the Directorship of the Humanities Research Centre for 2003/04.
- (c) That Professor J Gardner has been appointed to the Directorship of the Centre for the Study of the Renaissance with immediate effect to 2005/06.
- (d) That Professor G Heuman has been appointed to the Directorship of the Centre for Caribbean Studies for 2003/04.

RESOLVED:

That the Directorship of the Centre for the History of Medicine be approved by Chair's Action.

Periodic Reviews

REPORTED:

That the next periodic review of course offered by the Centre for the Study of the Renaissance would be moved forward from 2005/06 to 2004/05.

34/02-03 Warwick Skills Programme Delivery Plan 2003-05

REPORTED:

That the Senate, at its meeting on 12 March 2003, resolved that the Delivery Plan of the next phase of development of the Warwick Skills Programme from 2003 to 2005 be approved in principle, as proposed in Paper AQSC28/02-03 (revised) and that the Delivery Plan be referred for comment and discussion to Faculty Boards in the Summer Term 2003, together with information about the successful early implementation of the Warwick Skills Certificate; noting that an initial pilot phase of embedding the Skills Programme within the curriculum with selected departments would commence in the academic year 2003-04.

CONSIDERED:

The Warwick Skills Programme Delivery Plan 2003-2005 (Paper AQSC 28/02-03 {revised})

RESOLVED:

- (a) That the Faculty welcomes the offer of support in developing means of embedding key skills into the teaching programme.
- (b) That advice be provided on which skills should be embedded into taught courses and to what level, it being noted that the opportunities for developing some skills, such as numeracy, were rare on arts and humanities degrees.
- (c) That further advice be provided on how the development of these skills might be embedded into the taught courses offered.
- (d) That clarification and advice be provided on exactly what constitutes a PDP how they are to be managed.
- (e) That concerns on the resourcing of the Skills Delivery Programme be raised, it being noted that the delivery of skills modules was considered to be within the remit of specialists, while departments could deliver the type of development opportunities already outlined in course specifications.

35/02-03 Streamlining Consideration of Teaching Quality Business

RECEIVED:

A report on the streamlining of teaching quality business by the Senior Assistant Registrar (Teaching Quality) (Paper BFA.41/02-03)

36/02-03 Periodic Reviews

Department of English and Comparative and Literary Studies

CONSIDERED:

- (a) The report of the Periodic Review of courses offered by the Department of English and Comparative Literary Studies (Paper BFA.27/02-03).

- (b) The response to the Review report by the Department (Paper BFA.28/02-03), it being noted that, in addition to the responses outlined in the paper, the Department had also introduced additional training arrangements for Personal Tutors, which it was satisfied were having an impact on the delivery of student support.

RECOMMENDED:

That the report and the response of the Department be considered for approval by the Boards of Undergraduate and Graduate Studies.

RESOLVED:

That the Chair of the Department meet with the Chair of the Review Panel to discuss further clarification of essay marking descriptors.

Department of Italian

CONSIDERED:

- (c) The report of the Periodic Review of courses offered by the Department of Italian Studies (Paper BFA.29/02-03).
- (d) The response to the Review report by the Department (Paper BFA.30/02-03).

RECOMMENDED:

That the report and the response of the Department be considered for approval by the Boards of Undergraduate and Graduate Studies, it being noted:

- (e) That discrepancies between workloads of final year students on different courses had been addressed
- (f) That research students were adverse to the introduction of compulsory research training, given the level of training that they had already received.

Department of German Studies

CONSIDERED:

- (g) The report of the Periodic Review of courses offered by the Department of German Studies (Paper BFA.31/02-03).
- (h) The response to the Review report by the Department (Paper BFA.32/02-03).

RECOMMENDED:

That the report and the response of the Department be considered for approval by the Boards of Undergraduate and Graduate Studies.

RESOLVED:

That the Department be requested to report back to the Board at its meeting in the autumn term on the results of the survey currently being undertaken on the work required of students at other institutions on their year abroad.

Department of History of Art

CONSIDERED:

- (i) The report of the Periodic Review of courses offered by the Department of History of Art (Paper BFA.33/02-03).
- (j) The response to the Review report by the Department (Paper BFA.34/02-03).

RECOMMENDED:

That the report and the response of the Department be considered for approval by the Boards of Undergraduate and Graduate Studies.

RESOLVED:

That, given current developments in the Department for the introduction of a new degree stream, the Department be requested to provide an updated response to the Board at its meeting in the Autumn term.

Part-Time and 2+2 Degrees

RECEIVED:

A paper outlining the part-time degrees to be reviewed in the year 2003/04 (Paper BFA.43/02-03)

RESOLVED:

That the appointment of a panel and its Chair to undertake the review be appointed by Chair's Action.

37/02-03 Undergraduate Staff Student Liaison Committee Composite Report 2002/03

CONSIDERED:

The Undergraduate Staff Student Liaison Committee Composite Report 2002/03 (Paper BFA.35/02-03)

RESOLVED:

- (a) That all departments be requested to send minutes of SSLC meetings to the student representatives on the Board and to the Education Officer of the Students Union.
- (b) That the Department of English and Comparative Literary Studies be permitted to clarify to the Secretary to the Board a point raised in the Composite Report relating to the Department's SSLC.
- (c) That the Department of French be invited to consider inviting a representative of the SSLC to their Departmental meetings and making greater use of e-mail in communications with students regarding the Committee.

38/02-03 Elections

CONSIDERED:

- (a) Elections to the Board of the Faculty of Arts and its sub-committees for the academic year 2003-04 (Paper BFA.36/02-03).
- (b) Elections to University committees (Paper BFA.37/02-03)

RECOMMENDED:

That the Senate approve the membership of the Board of the Faculty of Arts for the year 2003-04 as set out in Paper BFA.36/02-03, subject to the addition of Professor Thomas to the list of representatives of the School of Theatre Studies, in the capacity of Chair, until such time as a new Chair of the School be appointed.

RESOLVED:

- (a) That the elections to the Board of the Faculty of Arts sub-committees for the academic year 2003-04 be approved as set out in Paper BFA.36/02-03.
- (b) That the elections to University committees be approved as set out in Paper BFA.37/02-03, subject to the following additions:
 - (i) That Professor A McFarlane be appointed Deputy Chair of the Board of the Faculty of Arts
 - (ii) That Professor A McFarlane be appointed as a representative of the Board on the Senate
 - (iii) That Dr J Gilmore be appointed an adviser for overseas students and 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
 - (iv) That Dr R Powell be appointed as the Board's representative on the Board of the Faculty of Social Studies
 - (v) That Mr S Lamb represent the Faculty on the Campus Life Committee.
- (c) That appointments to any vacancies remaining be approved by Chair's Action.

39/02-03 Report from the Undergraduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts held on 7 May 2003 (Paper BFA.38/02-03).

REPORTED:

That a proposal to introduce a BA in Italian (Paper AUSC 74/02-03) had been considered at a meeting of the Committee held on 4 June 2003 and that the Committee had resolved to approve the proposal subject to the core Study Skills module being approved and minor amendments agreed at the meeting being made.

40/02-03 Report from the Graduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Arts held on 14 May 2003 (Paper BFA.39/02-03).

REPORTED:

- (a) That, at a meeting of the Committee held on 28 May 2003, the Committee had considered a proposal for the restructuring of the MA in the Culture of the European Renaissance (Paper AGSC.25/02-03 {revised}) and resolved to approve the proposal, subject to further clarification of the learning outcomes set out in the course specification.

- (b) That the Chair of the Committee had been successful in securing financial support from the School of Graduate Studies for the Faculty Postgraduate Student Induction event and that it should not, therefore, be necessary to request funding from departments.

41/02-03 Centre for Research in East Roman Studies

CONSIDERED:

Proposed amendments to the constitution of the Centre for East Roman Studies
(Paper BFA.42/02-03)

RECOMMENDED (to the Senate):

That the proposed amendments to the constitution of the Centre be approved as set out in Paper BFA.40/02-03)

42/02-03 Faculty of Arts Research Committee

CONSIDERED:

The minutes of the meeting of the Faculty Research Committee held on 14 May 2003
(Paper BFA.42/02-03)

43/02-03 Items for Discussion at Senate

RESOLVED:

That there were no items that the Faculty wished to raise at the Senate.

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