

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF ARTS

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 12 February 2003.

- Present: Professor M Whitby (Chair)
Mr J Arroyo, Dr K Astbury, Professor S E Bassnett, Professor S Broadberry,
Professor R A Burns, Professor A Caesar, Dr A D Eastmond, Dr E C
Gallafent, Professor J Gardner, Professor G H Heuman, Professor L Hill, Dr
J S Hinton, Dr M J Kooy, Dr J Labbe, Mr S J Lamb, Professor P W D Mack,
Professor A McFarlane, Mr D Morley, Dr K O'Brien, Ms T Playle, Dr R
Powell, Dr H Schmitz, Dr J G Shields
- In Attendance: Ms A Allinson, Ms K Gray
- Apologies: Dr S Haigh, Dr S Ireland, Professor N Lazarus, Professor S Swain,
Professor D Thomas, Mr R Watson

MINUTES

20/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 13th November 2002 be approved:

21/02-03 Chair's Business

(a) Faculty Advisory Board

REPORTED:

- (i) That Faculty representatives had met with Brian Woods-Scawen who had agreed to serve as Chair of the Faculty Advisory Board.
- (ii) That he had endorsed the list of nominations to the Advisory Board and that further nominations would be identified from the financial and business sector.

(b) Secretariat

REPORTED:

That Ms Amy Allinson had been appointed as Assistant Secretary to the Board of the Faculty of Arts.

(c) Student Representative

REPORTED:

That Ms T Playle had been elected as the postgraduate student representative on the Board of the Faculty of Arts.

22/02-03 Matters Arising

- (a) Undergraduate Annual Review Reports (minute 11/02-03 referred).

CONSIDERED:

The undergraduate annual review report of the Department of History of Art (Paper BFA.20/02-03).

RESOLVED:

- (i) That the report be approved, it being noted that the Department was taking steps to tackle the relatively high withdrawal rate.
- (ii) That the Assistant Registrar (Accommodation and Timetabling) raise with the AV Services the problems experienced by the Department with faulty slide projectors.

- (b) Postgraduate SSLC Reports (minute 12/02-03 referred)

REPORTED:

That the Academic Quality and Standards Committee was considering how the process for the completion and consideration of Postgraduate SSLC Reports might be amended to improve its usefulness and timeliness.

CONSIDERED:

The Postgraduate SSLC Reports for 2001/02 for the following departments (Paper BFA.21/02-03).

- (i) Film and Television Studies
- (ii) Centre for Translation and Comparative Cultural Studies

RESOLVED:

- (iii) That the reports be approved.
- (iv) That the Chair of the Graduate Studies Committee of the Board ensure that graduate students across all departments in the Faculty are aware of the module options available to them.

- (c) Faculty Magazine (minute 4/02-03 referred)

REPORTED:

That little progress had been made to date on the publication of a Faculty magazine.

- (d) Purchase of National Grid House (minute 4/02-03 referred)

REPORTED:

That discussions were ongoing on the future use of National Grid House and that it was anticipated that a paper on the issue would be brought to the meeting of the Senate at the end of the term, it being noted that the pressures on accommodation in the Humanities Building had been highlighted to those concerned.

(e) Campus Network Project (minute 9/02-03 referred)

REPORTED:

That the Accommodation Review Group had allocated the following areas in the Humanities Building to IT Services for use as equipment rooms, subject to satisfactory detailed surveys, with current allocations shown in brackets:

- (i) H423 (Language Centre)
- (ii) H223 (Classics)
- (iii) H123 (Psychology)
- (iv) H098B (Estates Office)
- (v) Circulation space on the ground floor
- (vi) H354 (vacant)

(f) Course Specifications (minute 7/02-03 referred)

REPORTED:

- (i) That the Graduate and Undergraduate Committees of the Faculty had considered mechanisms for approving course specifications at their meetings this term and that both had resolved to establish working groups to take this forward.
- (ii) That Guidelines and further information on course specifications was available through the Quality Assurance website on Insite.
- (iii) That the course specifications database would be going live shortly, at which point Departments would be able to begin uploading their course specifications.

(g) Periodic Review of Theatre Studies (minute 14/02-03 refers)

REPORTED:

That the Periodic Review of the School of Theatre Studies had been considered by the Board of Graduate Studies at its meeting on 10 February 2002 and had been recommended for approval by Academic Quality and Standards Committee.

23/02-03 Reports on Annual Reviews of Postgraduate Courses

CONSIDERED:

Reports on annual reviews of postgraduate programmes from the following departments (Paper BFA.22/02-03).

- (a) Centre for Translation and Comparative Cultural Studies
- (b) English and Comparative Literary Studies
- (c) Film and Television Studies.
- (d) History
- (e) History of Art
- (f) Italian
- (g) Centre for the Study of the Renaissance
- (h) School of Theatre Studies

REPORTED:

That the Chair of the Board and the Postgraduate Student Representative on the Board were liaising with students in the Centre for the Study of the Renaissance, it being noted that no reference to the student experience was made in the report from the Centre.

RECOMMENDED:

That the reports be considered for approval by the Academic Quality and Standards Committee.

RESOLVED:

- (a) That the Department of English and Comparative Literary Studies be requested to consider whether some of the information could be presented in tabular form and so provide a briefer narrative report.
- (b) That the Graduate Studies Committee of the Faculty give further consideration to methods of formally monitoring progress of research students across the Faculty, with a view to highlighting examples of good practice.

24/02-03 Periodic Review of the Centre for Translation and Comparative Cultural Studies

CONSIDERED:

- (a) The report of the Periodic Review of the Centre for Translation and Comparative Cultural Studies (Paper BFA.23/02-03).
- (b) The response of the Centre for Translation and Comparative Cultural Studies to the report. (Paper BFA.24/02-03).

RECOMMENDED:

That the report and the response of the Centre be considered for approval by the Academic Quality and Standards Committee.

RESOLVED:

- (c) That the Centre be asked to provide a fuller response to recommendation a(v), it being noted that the response given did not address the issue raised.
- (d) That the secretariat to periodic reviews be asked to ensure that review meetings with students be scheduled to take place prior to meetings with staff, to ensure that issues arising can be raised directly without additional meetings having to be arranged.

25/02-03 Report from the Graduate Studies Committee of the Faculty of Arts

REPORTED:

- (a) Department of History

That, at its meeting on 29 January 2003, the Graduate Studies Committee of the Faculty had considered a proposal from the Department of History for a new taught MA in 'Modern British History' for introduction in October 2003 (Paper AGSC9/02-03) and had recommended that the Board of Graduate Studies consider the proposal for approval.

(b) Department of English and Comparative Literary Studies

That, at its meeting on 29 January 2003, the Graduate Studies Committee of the Faculty had considered a proposal from the Department to modify the regulations for the MA in English, to introduce a pathway in which a dissertation would be required (Paper AGSC13/02-03) and had recommended that the Board of Graduate Studies consider the proposal for approval.

(c) AHRB Awards

REPORTED:

That a meeting had been held to discuss measures that could be taken to improve the University's success rate in AHRB studentship applications, it being noted that the institutional statement would be revised.

26/02-03 Report from the Undergraduate Studies Committee of the Faculty of Arts

REPORTED:

(a) Change to Course Structures

That, at its meeting on 29 January 2003, the Undergraduate Studies Committee of the Board resolved to approve proposals to:

- (i) Replace the 30 CATS Period of Literature modules offered by the Department of French Studies: 'FR202 The Middle Ages', 'FR204 From Renaissance to Enlightenment', 'FR205 Romanticism and Realism', 'FR206 Modernism and After', with a series of linked shorter 15 CATS modules, as set out in Paper AUSC7/02-03.
- (ii) Standardise the number of modules required for an Honours degree in the Department of Italian as set out in Paper AUSC9/02-03.

(b) New Course Proposal

That, at its meeting on 29 January 2003, the Undergraduate Studies Committee considered a proposal for a new BA in 'Italian and Classics' (Paper AUSC46/02-03 {revised}) and recommended that the proposal be considered for approval by the Board of Undergraduate Studies subject to two revisions:

- (i) Exam Weighting for Year 2 to be amended to 0 not 50% (Part 1).
- (ii) Language Competence to be clarified as agreed in the meeting (Part 2).

27/02-03 Teaching Survey Reports

REPORTED:

That the Accommodation Review Group, at its meeting of 7 January, had resolved to provide Faculty Boards with the report on the biannual teaching survey for information.

RECEIVED:

A report on the Teaching Survey undertaken in the Autumn Term (Paper BFA.25/02-03) and an oral report from the Assistant Registrar (Accommodation and Timetabling), it being noted that four departments had provided information as requested by the Chair on teaching accommodation requirements.

RESOLVED:

That the remaining departments in the Faculty be encouraged to provide similar information on current and future teaching accommodation requirements, to inform the planning of the Accommodation Review Group and the Central Timetabling Office.

28/02-03 Next Meeting

REPORTED:

That the next meeting of the Board would be held on Wednesday 4 June at 2.00pm.

kg/bfa/bfamin12-02-03