

**UNIVERSITY OF WARWICK**  
**BOARD OF THE FACULTY OF ARTS**

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 13 November 2002.

- 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 G Cousin, Dr A D Eastmond,  
Dr R Fagge, Dr E C Gallafent, Dr A Gerritsen, Dr S Gilson, Dr S Haigh,  
Professor G H Heuman, Dr J S Hinton, Dr S Ireland, Dr M J Kooy, Dr P  
Kuhiwczak, Dr J Labbe, Mr S J Lamb, Professor P W D Mack, Dr P  
Marshall, Professor A McFarlane, Dr K O'Brien, Professor L M Paterson, Dr  
L Polezzi, Dr R Powell, Dr C Rutter, Dr H Schmitz, Professor S Swain,  
Professor D Thomas, Mr M Warner, Mr R Watson
- In Attendance: Dr J Henshall, Miss C E Charlton ( for item 7/02-03), Miss R Harrison (for  
item 7/02-03), Ms M Visser (for item 9/02-03)
- Apologies: Mr D Morley, Professor C Steedman, Professor N Lazarus, Dr J G Shields

**MINUTES**

**1/02-03 Terms of Reference and Membership**

**REPORTED:**

That paragraph (4) of Statute 20 (on page 88 of the University Calendar 2001-02) 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.

**RECEIVED:**

The membership of the Board for the academic year 2002/03 (Paper BFA.1/02-03).

RECOMMENDED:

That the following changes to the membership of the Board be approved by the Senate:

- (h) That Dr L Long be replaced by Dr P Kuhiwczak (Centre for Translation and Comparative Cultural Studies)
- (i) That Professor C Davis be replaced by Professor L Hill (French) for Term 2 only.
- (j) That Mr M Warner be replaced by Dr M J F Beistegui for Terms 2 and 3.

2/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 5<sup>th</sup> June 2002 be approved subject to the following amendment (amendment underlined):

- 32/01-02 That those Chairs and Professors Responsible considering putting staff forward for promotion in future seek advice from those members of the Faculty serving on the Academic Staff/Promotions Committee, it being noted that concerns were raised with respect to the low numbers of staff in the Faculty being awarded promotions.

3/02-03 Chair's Action

(a) Elections

REPORTED:

That the Chair, acting on behalf of the Board, had approved the following:

- (i) That Mr O Bennett has been reappointed as the Director of the Centre for Cultural Policy Studies for a further three year period.
- (ii) That Professor G Heuman has been appointed as the Director of the School of Comparative American Studies for a two year period.
- (iii) That Professor C Jones has been appointed as Director of the Centre for the History of Medicine for 2002/03.
- (iv) That Mr D Morley has been appointed as the Faculty's representative on the Board of the Faculty of Science.
- (v) The Professor Steedman has been appointed as a Faculty representative on the Board of Graduate Studies.

(b) Annual Review Reports

REPORTED:

That the Chair, acting on behalf of the Board, had approved the Annual Review Report from the Centre for the Study of the Renaissance.

4/02-03 Chair's Business

(a) Promotions

RESOLVED:

That Dr A Eastmond be congratulated on his promotion to a Readership.

(b) Recruitment Trip to the USA

REPORTED:

That the Chair of the Board had participated in a recruitment trip to the USA, it being noted that, while increasing recruitment from the USA would not be easy, the potential benefits for the Faculty were considerable. Members were therefore encouraged to become involved in recruitment activities.

(c) Faculty Magazine

REPORTED:

That the launch of a Faculty magazine, being organised through the Humanities Research Centre, was being considered with a view to publicising the achievements of members and Departments.

(d) Purchase of National Grid Building

REPORTED:

That the purchase of the National Grid Building and other capital developments across the University would probably change the existing focus and dynamics of the campus but would also present opportunities for a radical reconfiguration of accommodation.

RESOLVED:

That a Working Group be established to consider the future accommodation requirements of the Faculty of Arts and the development of a bid to be considered by Steering Committee alongside considerations for the use of the National Grid Building. Membership of the Working Group would be:

- Chair of the Board
- Professor Bassnett
- Director of the Humanities Research Centre
- Chair of the Department of English and Comparative Literary Studies
- Chair of the Undergraduate Studies Committee of the Board
- Dr L Polezzi (Italian)
- Mr R Green (Library)

(e) Development Posts

REPORTED:

That the following Departments had been successful in their bids for Development Posts (number of posts given in brackets): English and Comparative Literary Studies (2), Classics and Italian (1 joint post), History (1), French (1).

RESOLVED:

To congratulate those Departments which had been successful.

(f) Secretariat

RESOLVED:

To thank Miss Robinson, Assistant Secretary to the Board, for all her work for the Board and its Committees and to congratulate her on her new position.

5/02-03 Matters Arising

(a) New Appeals Procedures

REPORTED:

That the Senate resolved to approve the proposed revisions to Regulation 9 Governing First Degrees and Regulation 17 Governing Examiners for Higher Degrees be approved as set out in Paper S.64/01-02 at its meeting on 3 July 2002.

(b) Elections

RESOLVED:

To nominate Professor Burns as the Board's representative on the Campus Life Committee.

(c) Undergraduate SSLC Reports

RECOMMENDED:

That the Academic Quality and Standards Committee be requested to ensure that all Departments operated the same reading week, in line with University policy.

RESOLVED:

- (i) To approve the Undergraduate SSLC Report for the Department of History of Art (Paper BFA.17/02-03)
- (ii) To approve the Undergraduate SSLC Report for the BA in History and Politics (Paper BFA.18/02-03).

(d) Risk Assessment

REPORTED:

That in 2001/02 small Departments (with less than approximately 10 members of staff) had not been requested to undertake the risk assessment exercise.

(e) QAA Institutional Audit

REPORTED:

That Chemistry would be the only Department in the University to undergo an Institutional Audit.

6/02-03 Report from the Graduate Studies Committee of the Faculty of Arts

(a) Change in Course Name

REPORTED:

That the Chair, acting on behalf of the Committee, had approved a change in the title of a course offered by the Centre for Translation and Comparative Cultural Studies from 'MA in Comparative Literary Theory' to 'MA in Comparative Literary and Cultural Studies'.

(b) New Course Proposal

REPORTED:

That the Committee recommended the proposals for a new MA in 'French Culture and Thought', as set out in Paper AGSC2/02-03{revised}, for approval by the Board of Graduate Studies.

(c) AHRB Funding

CONSIDERED:

An oral report by the Chair of the Graduate Studies Committee of the Board of the Faculty of Arts on success rates of applications for AHRB studentships, it being noted that the numbers of awards being given to Warwick students had declined significantly in the last year and that the Chair was investigating possible reasons for this.

RESOLVED:

That members of the Faculty who sit on AHRB panels be asked to provide further information to the Chair of the Committee on funding policies of the AHRB.

7/02-03 Programme Specifications

RECEIVED:

- (a) A paper by the Administrative Secretary outlining the requirements of the new national review process for Quality Assurance (Paper BFA.15/02-03).
- (b) A paper by Dr S Hill on the new national review process for Quality Assurance (Paper BFA.16/02-03).
- (c) A report by the Senior Assistant Registrar (Quality Assurance) outlining the requirement for Programme Specifications and a plan for their implementation during the academic year 2002/03 (Paper BFA.2/02-03).

REPORTED:

- (d) That the Senior Assistant Registrar (Quality), the Administrative Officer (Quality) and the Administrative Secretary, in addition to the University's QAA Auditors (Dr S Hill, Professor S Bassnett, Professor T Kemp and Dr J Masson) would be available to support and advise Departments in undertaking the work required of them, it being noted that a number of Departments had already prepared course specifications for Periodic Reviews.
- (e) That Departments would also be required to compile a sample of assessed work by students demonstrating the range of assessment methods used and the range of standards achieved by students.

RESOLVED:

- (f) That the Senior Assistant Registrar (Quality) be requested to circulate a sample completed template of a Programme Specification to all Departments.
- (g) That the completed Programme Specifications would be considered for approval by the Graduate Studies Committee and the Undergraduate Studies Committee of the Faculty of Arts.

REPORTED:

- (a) That at its meeting on 3 July 2002, the Senate resolved:
- (i) That the generic constitution for the Faculty Advisory Boards be approved as set out in paper S.53/01-02 subject to the following amendment to section (e) (iii) (D) to read:

Up to fifteen external members, of whom normally not more than three shall be academic members of staff from an external institution, appointed by the Joint Council and Senate Strategy Committee on the recommendation of the Faculty Board. The remaining members shall be drawn from business and the community and appointed by the Joint Council and Senate Strategy Committee on the recommendation of the Faculty Board.

(amendment underlined)

- (ii) That the terms of reference of the Advisory Boards for the Faculties of Arts, Science and Social Studies be approved as set out in the paper S.53/01-02.
- (iii) That the Chairs of the Boards of the Faculties of Art, Science and Social Studies be invited to bring forward to the Joint Council and Senate Strategy Committee, through the Vice-Chancellor, nominations for the appointment of members of their respective Faculty Advisory Boards, it being the intention that the Boards would begin their work during the Autumn Term 2002/03.
- (iv) That the Boards of the Faculties of Arts, Science and Social Studies be requested to bring forward during the Autumn term final recommendations for the continuation or abolition of existing Advisory Boards of University Research Centres located within their respective Faculties.
- (b) That the Vice-Chancellor had, on behalf of the Joint Council and Senate Strategy Committee, approved a list of nominations to the Advisory Board of the Faculty of Arts (Paper BFA.3/02-03).
- (c) That the Chair of the Board had approached Brian Woods-Scawen to invite him to be Chair of the Faculty Advisory Board.

CONSIDERED:

The future of the existing Advisory Boards of Research Centres within the Faculty (Paper BFA.4/02-03).

RECOMMENDED:

That the Advisory Board of the Centre for East Roman Studies be abolished but that the remaining Advisory Boards to Faculty Research Centres and the Executive Committee of the Humanities Research Centre should continue to exist.

RESOLVED:

That the internal members of the Advisory Board and others with a view on the Advisory Board's objectives be invited to attend the initial lunch with Mr Woods-Scawen.

9/02-03 Campus Network Project

REPORTED:

- (a) That IT Services were currently planning the programme of works with a view to having the new network installed by October 2003.
- (b) That little updating work had been done to the network infrastructure in the Humanities Building for some years and that it was intended that the works would result in a higher performance network which was also more resilient and reliable.
- (c) That works would be scheduled to take place overnight but that contacts in the building would need to be identified in order to minimise disruption.
- (d) That accommodation would be required in the building to house network equipment and that discussions with representatives of the Faculty would be necessary to ensure that an optimum compromise could be reached.

RESOLVED:

- (e) That the working group on accommodation, with the Chair of the Faculty IT Policy Committee, discuss with IT Services the requirements for accommodation in the Humanities Building.
- (f) That the Assistant Director of IT Services provide to the Chair of the Board information on the timescale of the project and those rooms currently identified as being of potential use for the network.

10/02-03 Departmental Reviews

(a) Cycle of Departmental Reviews

REPORTED:

That the proposed amendments to the arrangements for the operation of the process of Quinquennial Departmental Reviews be approved as set out in paper SC.201/02-03 {part revised} including the insertion of a new clause (I) setting out a timetable for the submission of the review report.

RECEIVED:

The approved cycle of quinquennial periodic reviews and departmental reviews (Paper BFA.5/02-03).

RECOMMENDED:

That the School of Comparative American Studies be identified as a distinct entity in the cycle, but being reviewed with History.

RESOLVED:

That the Departments of French Studies, German Studies and Italian consider further whether they wish to submit a request to be reviewed separately.

(b) Theatre Studies

RECEIVED:

A summary report of the review of the School of Theatre Studies (Paper BFA.6/02-03), it being noted that the School had considered the review to be a positive experience.

11/02-03 Undergraduate Annual Review Reports 2001/02

CONSIDERED:

Undergraduate annual review reports for 2001/02 from the following departments (Paper BFA.7/02-03).

- (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) Italian
- (i) Theatre Studies

RESOLVED:

- (j) That clarification be sought on fire regulations with respect to limits on numbers of students occupying teaching rooms, it being noted that students have, on occasion, been seated on floors or in aisles due to lack of space.
- (k) That the Undergraduate Student Representative on the Board look into whether students on other courses might wish to begin Personal Development Packs, it being noted that this was a requirement on the History and Sociology course.
- (l) That the Department of History of Art provide its Undergraduate Annual Review Report for the next meeting of the Board.

12/02-03 Summative Postgraduate SSLC Report

CONSIDERED:

A summative report on the Postgraduate SSLC reports for 2001/02 (Paper BFA.8/02-03).

RESOLVED:

That the Departments of Film and Television Studies and Italian, the Centre for the Study of the Renaissance and the Centre for Translation and Comparative Cultural Studies be required to provide their Postgraduate SSLC reports for 2001/02 for consideration by the Board at its next meeting.



13/02-03 Items for Discussion at Senate

RECOMMENDED:

That potential uses for the National Grid Building and the impact on the University's estate be discussed at Senate.

14/02-03 Periodic Reviews

RECEIVED:

A paper listing the membership of the Periodic Review panels for the year 2002/03 (Paper BFA.9/02-03).

CONSIDERED:

- (a) The report of the Periodic Review of the School of Theatre Studies (Paper BFA.10/02-03).
- (b) The response of the School of Theatre Studies to the review report (Paper BFA.11/02-03)

RECOMMENDED:

That the report of the Periodic Review of the School of Theatre Studies and the School's response be considered for approval by Board of Graduate Studies and the Board of Undergraduate Studies.

15/02-03 Faculty of Arts IT Computing Policy Committee

CONSIDERED:

Minutes of the meeting of the Faculty of Arts IT Policy Committee (Paper BFA 12/02-03).

16/02-03 Centre for Research in Philosophy and Literature

RECEIVED:

The annual report of the Centre for Research in Philosophy and Literature 2001/02 (Paper BFA.13/02-03).

17/02-03 Library and Materials and Expenses Budget 2002-03

RECEIVED:

The Library Materials and Expenses Budget for 2002-03 (Paper BFA.14/02-03 attached), it being noted that an additional £20k had been provided for duplicate copies and that the budget for the Faculty had been increased quite significantly.

REPORTED:

That, as a result of the Periodicals Review, many unused periodicals had been cancelled and the majority of the requests for new periodicals put forward by the Faculty had been approved.

RESOLVED:

To thank the Librarian for his support of the Faculty and to wish him good luck in his retirement.

kg/bfa/bfamin13-11-02