

# UNIVERSITY OF WARWICK

## BOARD OF THE FACULTY OF ARTS

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 26<sup>th</sup> October 2005.

Present: Prof A Caesar (Chair), Dr C Bates, Prof R Burns, Prof E Carter, Prof J Davies, Prof T Docherty, Dr R Earle, Prof M Finn, Dr N Holdsworth, Dr S Ireland, Dr E John, Dr M Kooy, Dr P Kuhiwczak, Prof N Lazarus, Dr L Long, Miss C Longworth, Dr P Major, Prof A McFarlane, Dr R Moseley, Dr Z Newby, Mr D Orrells, Prof LM Paterson, Dr L Polezzi, Dr R Powell, Prof C Read, Prof A Reeve, Dr PW Roberts, Prof P Smith, Prof G Vincendeau, Prof LM Whitby

In Attendance: Dr G Carden, Ms R Lees

Apologies: Dr K Astbury, Prof S Bassnett, Dr S Gilson, Dr S Haigh, Dr G Thompson

### 1/05-06 Terms of Reference and Membership

#### REPORTED:

That paragraph (4) of Statute 21 stated that the Board of each Faculty had 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 19;
- (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 2005/06 (Paper BFA.1/05-06), noting that a Postgraduate Student Member would be identified at the end of week six.

### 2/05-06 Minutes

#### CONSIDERED:

The minutes of the meeting of the Board held on 25<sup>th</sup> May 2005.

#### RESOLVED:

That the minutes be approved.

Matters Arising on the Minutes

- (a) Undergraduate Curriculum Review – Introductory Year for US Students (minute 38/04-05 refers)

REPORTED: (By the Chair of the Board)

That no feedback on the issues raised by the Undergraduate Studies Committee of the Board of the Faculty of Arts regarding the Introductory Year for US Students had been received from Chairs of Departments.

RESOLVED:

That Chairs of Departments take the issues raised by the Undergraduate Studies Committee of the Board of the Faculty of Arts regarding the Introductory Year for US Students back to their departments and report back their views to the Chair of the Faculty Board by **18 November 2005**.

- (b) OSIS-Type Funding

REPORTED: (By Prof LM Paterson)

That there was confusion in departments over OSIS-type income under the new financial system.

RESOLVED:

That Prof LM Paterson write a paper for consideration by the Academic Resourcing Committee to request clarification of the method by which OSIS-type income would be allocated to departments under the new financial system.

- (c) AQSC Working Group on Assessment Conventions (minute 31/04-05 refers)

REPORTED: (By Prof LM Whitby)

That the Working Group on Assessment Conventions would shortly approach departments regarding potential changes to the degree classification system.

Chair's Action

- (a) Committee Membership

- (i) Board of the Faculty of Arts

REPORTED:

That the Chair acting on behalf of the Board had recommended to the Senate the following additions and amendments to the membership of the Board:

- (A) The nominations of Professor A McFarlane, Dr A Gerritsen, Dr P Major, Dr PW Roberts as representatives of the History Department.

- (B) The nominations of Professor G Vincendeau and Dr J Burrows as representatives of the Department of Film and Television Studies.
- (C) The nominations of Dr K Astbury and Dr R Earle as representatives of the Undergraduate Studies Committee.
- (D) The nominations of Professor S Bassnett, Professor LM Whitby, Mr D Morley as co-opted members.

And furthermore:

- (E) That Dr P Thomas had been nominated by the Board of the Faculty of Science to serve as its representative on the Board of the Faculty of Arts.
- (F) That Professor A Reeve had been nominated by the Board of the Faculty of Social Studies to serve as its representative on the Board of the Faculty of Arts.
- (G) That Dr H Bradby had been nominated by the Board of the Faculty of Medicine to serve as its representative on the Board of the Faculty of Arts.

(ii) Undergraduate Studies Committee of the Board of the Faculty of Arts

REPORTED:

That the Chair acting on behalf of the Board had approved the following additions and amendments to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Arts:

- (A) The nomination of Dr S Gilson to serve as Acting Chair of the Committee for Term 1, replacing Professor SCR Swain who will serve as Chair for Terms 2 & 3 only.
- (B) The nomination of Dr S Ireland to serve as the representative of the Department of Classics and Ancient History for Term 1, replacing Professor SCR Swain who will serve as Chair for Terms 2 & 3 only.
- (C) The nomination of Mr S Lamb to serve as the representative of the Department of German Studies in place of Dr H Schmitz.
- (D) The nomination of Dr E Mason to serve as the representative of the Department of English and Comparative Literary Studies in place of Dr E Clarke.

(iii) Graduate Studies Committee of the Board of the Faculty of Arts

REPORTED:

That the Chair acting on behalf of the Board had approved the nomination of Professor R Dyer as the representative of the Department of Film and Television Studies on the Graduate Studies Committee of the Board of the Faculty of Arts.

(b) Elections to University Committees

REPORTED:

That the Chair, acting on Behalf of the Board had taken action over the summer to approve:

- (A) Nominations of Dr R Chan, Dr L Mola and Dr S Shapiro as Board of Arts advisers for overseas students.
- (B) Nominations of Dr L Polezzi, Dr S Richardson, Ms S Rudd, Dr S Allan, Professor C Clark and Professor D Hughes as members of the Faculty Computing Committee.
- (C) Nomination of Dr R Powell as the Board's representative on the Board of the Faculty of Social Studies and Dr H Marland as the Board's representative on the Board of the Faculty of Medicine.
- (D) Nomination of Dr MJ Kooy and Professor M Finn as representatives of the Graduate Studies Committee of the Board of the Faculty of Arts to serve on the Board of Graduate Studies.
- (E) Nomination of Dr MJ Kooy to serve as the representative of the Board of the Faculty of Arts on the Graduate Awards and Nominations Sub-Committee of the Board of Graduate Studies.
- (F) Nominations of Dr H Dennis and Dr G Thomson as representatives of the Faculty to serve on the Collaborative, Flexible and Distributed Learning Sub-Committee of the Academic Quality and Standards Committee.
- (G) Nomination of Dr K Astbury to serve as the representative of the Faculty on the Advisory Board of the Careers Advisory Service.

(c) Senate Membership

REPORTED:

That the Chair, acting on Behalf of the Board, had taken action over the Summer to recommend to the Senate that Professor M Finn serve a representative of the Board on the Senate until 2008.

(d) Student Representatives on the Committee

REPORTED:

That Ms C Longworth had been elected by the Students' Union to serve on the Board of the Faculty of Arts and Undergraduate Studies Committee, it being noted that currently no postgraduate representative had been elected.

5/05-06

Chair's Business

(a) Warwick in Asia

REPORTED (by the Chair):

That following the votes at the recent meetings of the Senate and Council concerning the proposal to establish a campus of the University in Singapore, there would be an open forum at 1pm on 9 December in the Graduate Space, to which all within the Faculty who had an interest in academic development in Singapore were invited.

(b) Faculty Accommodation and the Campus Development Plan

RECEIVED:

An oral report from the Chair of Faculty on accommodation matters, noting that the Director of Estates would attend a future meeting of the Board or alternatively a Faculty Lunch to provide an update on Milburn House and to show members of the Faculty the emerging details of the campus development plan.

6/05-06 Education Innovation Fund (EIF)

RECEIVED:

An oral report from Prof LM Whitby on the Education Innovation Fund.

7/05-06 Research Committee

RECEIVED:

An oral report from Prof M Finn on the re-configuration of the Research Development Fund and the University's new Research Committee.

8/05-06 Academic Satisfaction Review

CONSIDERED:

- (a) A report on the Academic Satisfaction Review – 'The student experience' Academic year 2004/05 (paper AQSC.84/04-05).
- (b) A report entitled 'The Academic Satisfaction Review 2004/05: Comparison with previous year's Academic Satisfaction Review (paper AQSC.85/04-05).

RESOLVED:

- (a) That Heads of Departments take the Academic Satisfaction Review Reports to departmental meetings for discussion of departmental-specific issues.
- (b) That departments consider:
  - (i) Working more closely with the Careers Service to increase the level of careers support to students and to maximise ways in which courses prepare students for employment.
  - (ii) Whether any amendments to questions for the Academic Satisfaction Review 2006/07 should be suggested to the Students' Union, noting that the Department of Film and Television Studies considered that its score of 'D' in the category entitled 'Sufficient Aspects of Degree

Course that Prepare for Employment' reflected the ambiguity of the question.

9/05-06      Periodic Review of Courses in the Department of Classics

CONSIDERED:

The report on the periodic review of courses in the Department of Classics (paper BFA2.05-06).

RESOLVED:

- (a) That the report on the Period Review of courses in the Classics Department be approved.
- (b) That the Chair of the Board and Prof C Read discuss with the Chair of the Board of Graduate Studies the Faculty-wide issue noted in section 5i of the Department of Classics' Periodic Review report, along with other relevant issues of concern to Faculty colleagues.

10/05-06      RAE2008

RECEIVED:

An oral report from Professor LM Whitby and the Secretary to the Board on the preparations the University was making for the forthcoming Research Assessment Exercise.

11/05-06      Changes to the Processing of Academic Business

RECEIVED:

A memorandum summarising key changes to the processing of academic business and a schedule (Paper BFA.3/05-06) of Periodic and Departmental Reviews (Paper AQSC.3/05-06).

RESOLVED:

That the Secretary to the Board inform the Senior Assistant Registrar (Teaching Quality) that the European Studies 2+2 course had been withdrawn.

12/05-06      Advisory Board to the Faculty of Arts

REPORTED:

That meeting of the Advisory Board of the Faculty of Arts had been scheduled for:

17<sup>th</sup> November 2005  
9<sup>th</sup> February 2006

RESOLVED:

That members of the Board of the Faculty of Arts pass suggestions for potential new members of the Advisory Board to the Chair of the Board of the Faculty of Arts by 4

**November 2005**, it being noted that the current membership, which normally served a three year term, would expire at the end of the current academic year.

13/05-06      Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 12 October 2005 (Paper BFA.4/05-06).

14/05-06      Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 19 October 2005 (Paper BFA.5/05-06).

15/05-06      Items for Discussion at the Senate

CONSIDERED:

Items for discussion at the next meeting of the Senate.

RESOLVED:

That there were no items to report to the next meeting of the Senate.

16/05-06      Fee Levels for Language Students on Year Abroad

REPORTED: (By Ms C Longworth)

That there was dissatisfaction amongst language students regarding the potential increase in fee levels during their year abroad.

RESOLVED:

That Ms C Longworth continue to pursue this matter with Prof E Carter.

17/05-06      Raffles Coffee Bar

RECEIVED:

An oral report from the Chair on the new Raffles User Group.

RESOLVED:

That members of the Board encourage their colleagues in departments to use the Raffles facility.

18/05-06      State of the Faculty Building

REPORTED: (by the Chair of the Board)

That the Faculty Building was not being well-cared for and that an unacceptable level of work was being expected of the cleaning staff.

RESOLVED:

That members of the Board encourage their colleagues and students to take greater care of the Faculty Building.

REL/20.10.05/BoA minutes 26.10.05