

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts on 27th October 2004.

Present: Professor A Caesar (Chair)
Miss C Adjei, Dr C Bates, Professor R Burns, Dr G Cousin, Professor C Davis, Professor J Davis, Professor T Docherty, Dr E Gallafent, Dr S Gilson, Dr C Klunk, Dr MJ Kooy, Dr P Kuhiwczack, Dr I Long, Dr P Major, Dr H Marland, Dr L Polezzi, Dr R Powell, Professor M Rosenthal, Miss K Smith, Dr J Shields, Professor S Swain, Mr M Warner, Professor L Whitby, Dr C Whitehead.

Apologies: Dr E Carter, Dr J Davidson, Professor R Dyer, Dr M Luddy, Professor A McFarlane, Professor L Paterson, Professor A Reeve, Dr P Roberts

1/04-05 Terms of Reference and Membership

REPORTED:

That paragraph (4) of Statute 21 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 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 2004/05 (Paper BFA.1/04-05).

RESOLVED:

That Professor A Caesar's name be removed from the membership of the Board where it is listed under the Department of Italian.

2/04-05

Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 26th May 2004.

RESOLVED:

That the minutes be approved.

3/04-05

Matters Arising on the Minutes

Research Incentives

RECEIVED:

An oral report from the Chair of the Board on the proposal to establish a research incentives scheme.

4/04-05

Chair's Action

REPORTED:

(a) Elections

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

i) The appointment of Professor C Read as Chair of the Graduate Studies Committee;

ii) The appointment of Dr Rebecca Earle (History) and Dr Sean Allan (German Studies) to serve on the Equal Opportunities Committee;

iii) The appointment of Professor C Clarke as Chair of the Faculty

Computing Committee.

iv) The appointment of Dr J Gilmore to serve as Overseas Students Advisor.

v) The appointment of Dr MJ Kooy to serve on the Board of Graduate Studies.

vi) The appointment of Dr K Astbury to serve on the Advisory Board of the Careers Advisory Service.

(b) Student Representatives on the Board

That Ms K Smith (undergraduate) and Ms C Adjei (postgraduate) had been elected to serve on the Board of the Faculty of Arts and its Undergraduate and Graduate Studies Committees.

(c) Periodic Reviews of Courses in the Department of Classics and Ancient History

REPORTED:

That the Chair, acting on behalf of the Board had approved the following membership for the periodic review of courses in the Department of Classics and Ancient History, which will be held on Thursday 10th March 2005:

Professor C Rutter (Chair)	English and Comparative Literary Studies
Dr E Carter	German Studies
Dr M Luddy	History
Mr M Warner	Philosophy
Professor G Woolfe	School of Greek, Latin & Ancient History University of St. Andrews

(d) Undergraduate Appeals Committee

REPORTED:

That the Chair, acting on behalf of the Board, had recommended to the Steering Committee the membership for the Undergraduate Appeals Committee of the Faculty as set out in BFA2/04-05.

5/04-05 Chair's Business

Warwick in Asia (unapproved minute S.6/04-04 refers)

REPORTED:

That, at its meeting on the 29th September 2004, the Senate resolved:

That the minutes of the meeting of the Senate held on 22 September relating to the consideration of the Report from the Asia Exploratory Group be approved and the following recommendations of the Senate be referred to the Council for consideration:

That further intensive investigation of the opportunity to establish a second University campus in Singapore during the academic year 2004-05 be undertaken within the clear parameters set out in section 1 of the Report from the Asia Exploratory Group, on the basis that such a campus be research-led, financially viable and significantly capacity-raising and on the understanding that this investigation would, additionally:

- (a) develop a clear and objective vision, strategy and focus for the University's academic operations in Singapore which is supportive of the University's key strategic objectives.
- (b) demonstrate that institutional autonomy and academic freedom could be properly safeguarded and that concerns regarding human rights issues could be satisfactorily addressed.
- (c) facilitate evaluation of alternative possibilities for the University's future development in an international context which would be of significant value.

And furthermore it was reported: (by the Vice-Chancellor)

That a small group would be established, to include members of the Asia Exploratory Group, to undertake further investigation into the opportunity, including the development of an academic strategy and an initial business plan for a second campus in Singapore, with a view to submitting an interim report to the Senate and the Council at their meetings at the end of the Autumn Term and the objective of reaching a final decision on the opportunity by the end of the academic year.

RESOLVED:

That the Chair of the Board would convene a small task group comprising of representatives of the Faculty who have some connection with SE Asian issues, to consider a response to the Warwick in Asia Exploratory Group on an academic strategy.

6/04-05

Faculty Accommodation

CONSIDERED:

- (a) A report from the Pro-Vice-Chancellor (Teaching Quality) and the Chair of the Board on Faculty accommodation matters.
- (b) A potential Science Research Infrastructure Fund 3 proposal from

the Chair's (CHAIRS) of the Faculties of Arts, Science and Social Studies for an inter/multi-disciplinary research building (paper BFA.10/04-05 [tabled]).

RESOLVED:

- (a) That the Board voted 13 in favour of and 6 against, 4 abstentions and the Chair did not cast a vote, on an initial feasibility study into a new building for the Faculty on the Westwood site.
- (b) That Chairs of Departments were invited to consult with members of their staff and provide feedback to the Chair of the Board prior to her meeting with the Pro-Vice-Chancellor (Research and Accommodation) and Pro-Vice-Chancellor (Teaching Quality).
- (c) That the Board was in favour of further scoping of the potential SRIF3 proposal for an inter/multi-disciplinary research building.

7/04-05

RAE2008

RECEIVED:

A report from the Secretary to the Board on the preparations the University was making for the forthcoming Research Assessment Exercise (Paper BFA.3/04-05).

REPORTED:

That the main and sub-panel assessment criteria for the forthcoming RAE would be published for consultation in August 2005.

8/04-05

Academic Satisfaction Review

CONSIDERED:

A report on the Academic Satisfaction Review: 'The Undergraduate Student Experience Academic Year 2003/04, undertaken jointly by the University and the Students' Union, and any follow-up actions that Departments intend to make (Paper BFA.4/04-05).

RESOLVED:

That Chairs of Departments were requested to provide feedback on the Academic Satisfaction Review directly to the Chair of the Board so she could compile a response to the Academic Quality and Standards Committee.

9/04-05

Constitution of Senate Committees and Governing Instruments
Committee (unapproved minute S.8/04-05 refers)

REPORTED:

That the Senate at its meeting on 29th September 2004 considered the proposed changes to the constitution of Committees of the Senate arising from the need to streamline and clarify responsibility for the consideration of teaching and quality matters, the abolition of the Board of Lifelong Learning and the recommendations of the Governing Instruments Committee relating to academic structures and the processing of academic business (S.3/04-05) and resolved:

(a) Academic Quality and Standards Committee

- (i) That the terms of reference of the Academic Quality and Standards Committee be revised as proposed in paper S.3/04-05.
- (ii) That the constitution of the Academic Quality and Standards Committee be revised to remove the Chair of the Board of Lifelong Learning from its membership the Board having now been abolished.

(b) Board of Graduate Studies

That the terms of reference of the Board of Graduate Studies be revised as proposed in paper S.3/04-05.

(c) Board of Undergraduate Studies

That the terms of reference of the Board of Undergraduate Studies be revised as proposed in paper S.3/04-05.

(d) Partnerships and Distance Learning Sub-Committee

- (i) That the Partnerships and Distance Learning Sub-Committee be renamed the Collaborative, Partnership, Flexible and Distributed Learning Committee of the Academic Quality and Standards Committee.
- (ii) That the terms of reference of the Collaborative, Partnership, Flexible and Distributed Learning Committee of the Academic Quality and Standards Committee be revised as proposed in paper S.3/04-05.

(e) Academic Staff Committee

That the constitution of the Academic Staff Committee be amended to remove the Chair of the Committee for Study Leave

and Leave of Absence this Committee having now been abolished.

(f) American Study and Student Exchanges Committee

That the American Study and Student Exchange Committee be abolished and its business effected by the appropriate members of staff in the International Office working with academic colleagues.

(g) International Strategy Committee

That the International Strategy Committee be re-established as an Advisory Group, retaining its existing terms of reference but revising its constitution to remove the requirement for the appointment of a lay member of the Council and four members drawn from each Faculty and investing the Group with the authority to identify and appoint to its membership up to four members of academic staff who have an interest and understanding of international issues currently under discussion or review within the University.

(h) Membership of Senate Committees

That membership of the Committees of the Senate for the academic year 2004/2005 be as set out in Appendix 1 attached to the minutes in the official minute book.

And furthermore it recommended:

Equal Opportunities Committee

That the constitution of the Equal Opportunities Committee be revised to provide for the appointment of a member of staff appointed by and from the International Office to represent the interests and views of the international student body

RECEIVED:

A report from the Chair of Governing Instruments Committee on the Committee's work.

RESOLVED:

That the Chair of the Governing Instruments Committee requested that Comment from the Faculty be fed back to him via the University Secretary.

10/04-05 Advisory Board to the Faculty of Arts

CONSIDERED:

The minutes of the meeting of the Advisory Board of the Faculty of Arts held on 12th May 2004 (BFA.5/04-04).

RESOLVED:

That the Chair of the Board proposed to make progress on improving links between departments and Advisory Board members at its next meeting.

11/04-05 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 5 May 2004 (Paper BFA.6/04-05).

12/04-05 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 12 May 2004 (Paper BFA.7/04-05).

13/04-05 Warwick Graduate Scholarship Scheme

RECEIVED:

A report on the number of Warwick Graduates¹ Scholarship Scheme awards for 2004 (Paper BFA.8/04-05).

CONSIDERED:

The nomination of a member of the Faculty to serve on the WGA Scholarships Committee.

RESOLVED:

That Professor M Berg be nominated as the member of the Faculty to serve on the WGA Scholarships Committee.

14/04-05 Items for Discussion at Senate

CONSIDERED:

Items for discussion at Senate.

RESOLVED:

That there were no items that the Board wished to raise at the forthcoming meeting of the Senate.

GAFC/1/11/04/bfa min_27-10-04