

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts at 2.30pm on Wednesday 8th November 2006 in **Library 1**.

Ms CE Charlton
University Secretary

Notes: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Board, Rebecca Lees (R.E.Lees@warwick.ac.uk).

A G E N D A

1. Terms of Reference

TO REPORT:

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.

TO RECEIVE:

The membership of the Board for the academic year 2006/07 (Paper BFA.1/06-07, attached).

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 24th May 2006 (copy attached).

3. Matters Arising on the Minutes

- (a) Course and Module Approval Process (minutes BFA 48/05-06 and AUSC 24/05-06 refer)

TO REPORT:

- (i) That the Academic Quality and Standards Committee, at its meeting of 7 June 2006, considered:
- (A) The appointment of a Deputy Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts on an annual basis by the Chair to act in his stead in case of absence;
 - (B) The recommendation that the Chair, Deputy Chair and one other member of the Undergraduate Studies Committee of the Board of the Faculty of Arts consider module proposals on behalf of that Committee in the first instance and approve them where there are no substantive issues or points of concern;
 - (C) The recommendation that where there are substantive issues or points of concern regarding module proposals considered by the Chair, Deputy Chair and appointed third person, these be brought forward for consideration by the full Undergraduate Studies Committee of the Board of the Faculty of Arts;
 - (D) The proposal that members of the Undergraduate Studies Committee of the Board of the Faculty of Arts should send suggestions to the Chair of items for inclusion in a checklist to be used by the Chair, Deputy Chair and appointed third person when considering module proposals;
 - (E) The proposal that the Board of Graduate Studies consider setting up a sub-committee to deal with the volume of course proposals referred to it from all four Faculty Graduate Studies Committees;
 - (F) The recommendation of the Graduate Studies Committee of the Board of the Faculty of Arts that that Committee continue to consider all module and course proposals in the Committee meetings, noting the advantages to full committee scrutiny including:
 - (1) The lesser potential for arbitrary decisions on approval of courses and modules;
 - (2) The value of committee meetings as a forum at which departments can learn from each others' submissions and share good practice;
 - (3) The contribution of a wide range of points of view which can help to improve proposals.

and resolved:

- (G) That the Committee approved the proposals of the

Undergraduate Studies Committee of the Board of the Faculty of Arts subject to amendments:

- (4) That a Deputy Chair of the Committee be appointed on an annual basis by the Chair to act in his stead in case of absence;
- (5) That the Chair, Deputy Chair and one other member of the Committee consider module proposals on behalf of the Committee in the first instance and **recommend them for approval** where there are no substantive issues or points of concern;
- (6) That where there are substantive issues or points of concern regarding module proposals considered by the Chair, Deputy Chair and appointed third person, these be brought forward for consideration by the Committee;
- (7) That it be noted that the Committee agreed amendments to the recommended caveat from the Board of the Faculty of Arts (Board of the Faculty of Arts, Minute 48/05-06 referred) to read:

‘a copy of all module proposals approved by the subcommittee of the Undergraduate Studies Committee be forwarded to all members of the Undergraduate Studies Committee **for approval and that these be accompanied by a summary report of all module proposals, all recommendations for approval and any issues of concern**’.

- (ii) That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 24th October 2006, resolved that it would re-consider the possibility of forming a sub-group to consider module proposal forms.

- (b) Year out for Work Experience (minutes AQSC81/05-06, AQSC 102/05-06, AUSC26/05-06 and BFA49/05-06 refer)

TO REPORT:

- (i) That the Academic Quality and Standards Committee, at its meeting of 7 June 2006, considered:
 - (A) Amended proposals and form for students wishing to take a Year Out for Work Experience, paper AQSC 109/05-06, alongside the proposal considered by the Committee at its meeting on 22 February 2006, paper BGS 9/05-06 (revised);
 - (B) The concerns of the Undergraduate Studies Committee of the Board of the Faculty of Arts (minute AUSC26/05-06 refers);
 - (C) The proposal that further and more detailed guidance is given to Heads of Departments to ensure that the examination of the proposed scheme is applied rigorously;
 - (D) The advantages of the proposed Voluntary Year Out for Work Experience over the existing procedures for Temporary Withdrawal;

and resolved:

- (E) That the clarification provided by the Director of the Careers Service answered the concerns raised by the Undergraduate Studies Committee of the Board of the Faculty of Arts;
 - (F) That the proposal would enable students to retain access to university facilities and hopefully eliminate perceived negative associations connected to the suspension of registration through Temporary Withdrawal;
 - (G) That the Committee supported the proposal subject to clarification on a number of issues and questions, which would be considered at its next meeting of 25 October, including:
 - (1) Any restrictions on the type and nature of work that International students can undertake during their stay in the UK;
 - (2) Criteria to inform Heads of the Departments of the appropriate types of work that can be approved for both Home and International Students;
 - (3) The extent of the University's responsibility to ensure quality of the work experience and other criteria, such as health and safety if participating students remain registered students of the University;
 - (4) Given that the year's work experience is to be an enhancement of skills and / or knowledge, a process to ensure that this happens, for example an end of year report.
 - (H) That the Chair (of AQSC) be given authority to approve applications from students ad honorarium as they arose subject to liaison with staff and student, to prevent stalling the proposal, whilst the Director of the Careers Service clarifies the proposal for further consideration at the next meeting of the committee.
 - (ii) That AQSC, at its meeting on 25th October 2006, considered a revised proposal to allow students to take a voluntary year out for work experience (paper AQSC2/06-07), and recommended to the Senate that the proposal be approved, subject to minor amendments noted at the meeting.
- (c) Proposal for Changes to University Regulation 13.1 on Non-Attendance at Classes (minutes AUSC27/05-06, BFA51/05-06 and AQSC117/05-06 refer)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 7 June, 2006 considered a proposal from the Department of English and Comparative Literary Studies to introduce penalties for non-attendance at seminars, as set out in paper AUSC 42/05-06, and resolved:

- (i) That the proposal from the Department of English and Comparative Literary Studies to introduce penalties for non-attendance at seminars, as set out in paper AUSC 42/05-06, not be approved;

- (ii) That the Department of English and Comparative Literary Studies consider alternative procedures discussed at the meeting.

- (d) Self-Certification of Illness for Assessed Tests or Examinations (minutes AUSC21/05-06 and AUSC23(e)/05-06 refer)

TO REPORT:

That the Academic and Quality Standards Committee, at its meeting on 25th October 2006, considered a University policy on circumstances in which self-certification be permitted (paper AQSC 21/06-07, attached), and recommended to the Senate that the proposed policy be approved, subject to the addition of a clause requiring students to self-certificate within three days of their return to University after an illness covered by the policy.

- (e) Directorship of the Centre for Translation and Comparative Cultural Studies (minute 47/05-06 refers)

TO REPORT:

- (i) That it was not within the gift of the Board of the Faculty of Arts to approve the nomination of Dr L Long as Director of the Centre for Translation and Comparative Cultural Studies;
- (ii) That Dr L Long had been formally appointed as Director of the Centre for Translation and Comparative Cultural Studies by the Committee on the Appointment of Head of Department for a period of 3 years from 1 August 2006.

4. Chair's Action

- (a) Committee Membership (minute 46/05-06 refers)

- (i) Board of the Faculty of Arts

TO REPORT:

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

- (A) The nomination of Dr R Earle to serve as one of the representatives of the History Department, replacing Dr L Mola;
- (B) The nomination of replacement of Dr R Dias to serve as one of the representatives of the History of Art Department for terms 2 and 3 only, replacing Dr V Avery;
- (C) The nomination of Dr S Gilson to serve for all three terms as a representative of the Department of Italian, removing the need for Dr J Burns to serve on the Board;
- (D) The nomination of Prof D Dabydeen to represent the Centre for Caribbean Studies;

- (E) The nomination of Mr E Stewart as representative of the Language Centre and the Undergraduate Studies Committee for terms 2 and 3;
- (F) The nomination of Dr R Dias to serve as one of the representatives from the Undergraduate Studies Committee for terms 2 and 3 only, replacing Dr L Campbell;
- (G) The nomination of Dr E Clarke to serve as one of the representatives from the Undergraduate Studies Committee, replacing Dr E Mason;
- (H) The nomination of Dr S Allan as one of the representatives from the Graduate Studies Committee for term 3 only, replacing Dr MJ Kooy;

And furthermore:

- (I) That Prof C Sparrow had been nominated by the Board of the Faculty of Science 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

TO REPORT:

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 E Clarke to serve as the representative of the Department of English and Comparative Literary Studies, replacing Dr E Mason.
- (B) The nomination of Dr R Dias to serve as the representative of the Department of History of Art for terms 2 and 3, replacing Dr C Bishop;
- (C) The nomination of Mr E Stewart to serve as the representative of the Language Centre for terms 2 and 3.

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

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the nomination of Dr R Earle as the representative of the Department of Comparative American Studies on the Graduate Studies Committee of the Board of the Faculty of Arts, replacing Dr G Heuman.

(iv) Undergraduate Appeals Committee Panel

TO REPORT:

- (A) That at the meeting of Senate held on 14 June 2006, it was resolved that the Chair of the Board of the Faculty of Arts be authorised to take Chair's Action on behalf of the Board to approve the

membership of the Undergraduate Appeals Committee Panel for the Board of the Faculty of Arts for 2006/07;

- (B) That the Chair, acting on behalf of the Board had approved the nomination of the following to serve as members of the Undergraduate Appeals Committee Panel for 2006/07:

Dr J Burrows
Dr J Burns
Dr J Davidson
Dr N Holdsworth
Prof J Labbe
Prof M Finn
Dr J Shields
Dr L Campbell
Dr H Schmitz

- (v) Advisory Board of the Faculty of Arts

TO REPORT:

That the Chair, acting on behalf of the Board, had recommended to the Strategy Committee that:

- (A) Dr N Holdsworth serve as a member of academic staff on the Advisory Board of the Faculty of Arts;
- (B) Mr R McCrum serve as an external member on the Advisory Board of the Faculty of Arts, replacing Prof J Nelson.

- (b) Elections to University Committees (minute 46/05-06 refers)

TO REPORT:

- (i) That at the meeting of Senate held on 14 June 2006, it was resolved that the Chair of the Board of the Faculty of Arts be authorised to take Chair's Action on behalf of the Board to approve the appointment of three members of academic staff from the Faculty of Arts to serve on the Investigating Committee into Cases of Suspected Cheating for 2006/07;
- (ii) That the Chair, acting on behalf of the Board had approved the nomination of the following to serve on the Investigating Committee into Cases of Suspected Cheating for 2006/07:
- Mr J Arroyo
Dr J Burns
Prof S Hand
- (iii) That the Chair, acting on Behalf of the Board, had taken action over the Summer to recommend to the Senate that Dr D Lines, Dr Z Newby (terms 1 and 3 only) and Dr A Cooley (term 2 only) serve on the Graduate Appeals Committee Panel.
- (iv) That the Chair, acting on Behalf of the Board had taken action over the summer to approve:

- (A) The nominations of Mr J Chronicle, Dr S Richardson, Dr S Allan and Dr N Lawrence as members of the Faculty Computing Committee, noting that Dr H Riches had been replaced on this Committee;
- (B) The nomination of Dr K Astbury to serve as Chair of the Faculty Computing Committee;
- (C) The nomination of Prof R Burns as the Board's representative on the Board of the Faculty of Social Studies for terms 2 and 3;
- (D) The nomination of Dr R Earle as the Board's representative on the Board of the Faculty of Medicine, replacing Prof H Marland;
- (E) The nomination of Dr S Allan as a representative of the Graduate Studies Committee of the Board of the Faculty of Arts to serve on the Board of Graduate Studies for term 3;
- (F) The nomination of Dr K Astbury to serve on the Information Policy and Strategy Committee;
- (G) The nomination of Prof H Marland to serve as a representative of the Humanities and Social Studies Research Ethics Committee;
- (H) The nomination of Dr R Moseley to serve as the representative of the Faculty on the Warwick Active Community Programme Steering Committee.

(c) Senate Membership

TO REPORT:

That the Chair, acting on Behalf of the Board, had taken action over the Summer to recommend to the Senate that Dr L Campbell serve as a representative of the Board on the Senate until 2009.

(d) Student Representative on the Committee

TO REPORT:

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

(e) Directorship of Comparative American Studies

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the appointment of Dr G Thomson as Director of Comparative American Studies until 2008.

(f) Directorship of the Centre for Caribbean Studies

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the appointment of Prof D Dabydeen as Acting Director of the Centre for Caribbean Studies for the 2006/07 academic year.

(f) Membership of Research Centre Advisory Boards (minute 47/05-06 refers)

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the nomination of Prof D Dabydeen to serve as Chair of the Advisory Board of the Centre for Caribbean Studies.

5. Membership of the Advisory Board of the Centre for the History of Medicine

TO CONSIDER:

Changes to the membership of the Advisory Board of the Centre for the History of Medicine, as detailed in paper BFA2/06-07 (attached).

6. Constitution of the Centre for Global History and Culture

TO RECEIVE:

A document detailing the rationale and development plans for the new Centre for Global History and Culture (paper BFA8/06-07, attached).

TO CONSIDER:

The proposed constitution of the new Centre for Global History and Culture (paper BFA9/06-07, attached).

7. Chair's Business

(a) Accommodation

TO RECEIVE:

An oral report from the Chair on accommodation.

(b) Research and the Arts

TO RECEIVE:

An oral report from the Chair on research and the Arts.

(c) Café Humanities

TO RECEIVE:

An oral report from the Chair on Café Humanities.

(d) Internationalisation (3pm)

An oral report from Professor R Lindley on internationalisation.

8. Strategic Departmental Review:

TO REPORT:

- (b) That in June 2006, the Senate, on the recommendation of the Academic Quality and Standards Committee, approved a new Strategic Departmental Review process which merged the former Periodic Course Review and Departmental or Quinquennial Review processes together;
- (c) That in the 2006/07 academic year (most probably the Summer Term), the following departments were scheduled to be reviewed under the new process: History (including Comparative American Studies), English and Comparative Literary Studies, Film and Television Studies, noting that the Secretary to the Review Group would be in touch in due course with the relevant Head of Department;
- (d) That separate reviews of Italian, French and German would be maintained.

TO RECEIVE:

A copy of the guidelines for the new Strategic Departmental Review process (Paper BFA3/06-07, attached).

9. Assessment (AQSC minute 105/05-06 refers)

TO REPORT:

- (a) That the Senate, at its meeting of 28 June 2006, considered:

A recommendation from the Academic Quality and Standards Committee for the adoption of a proposed definition for the term 'examination' in the context of the 50% rule for undergraduate degrees together with an oral report from the Pro-Vice-Chancellor (Teaching and Learning) noting that the University was currently working with departments to improve its processes in relation to feedback and assessment, particularly in view of the University's planned participation in the 2007 National Student Survey (minute 114/05-06 above refers), and that the proposed definition would allow for greater flexibility in the way in which students were examined within the University.

and resolved that, in the context of the 50% rule for undergraduate degrees, the definition of an examination be as follows:

'An examination is a piece of work that contributes to the overall mark for a module or course which is undertaken in a controlled environment under the supervision of either examiners and / or invigilators and within a set time frame. The product of the examination may be a written script (Written Examination), a performance for example in Theatre Studies (Performance Examination), a laboratory experiment (Laboratory Experiment) or an oral conversation or presentation (Oral Examination). A record of examinations or other assessments which between them contribute at least 80% of the module mark must normally be available for scrutiny by a moderator and/or external examiner, which may be in the form of a script, audio / visual recording etc.'

- (b) That the Undergraduate Studies Committee, at its meeting on 18 October 2006, discussed the definition and resolved that the Secretariat request clarification from the Teaching Quality team on the following points relating to the definition of an examination:
 - (i) Whether the reference to a 'moderator' could be taken to mean 'internal second-marker';
 - (ii) Whether assessed seminars should be counted as examinations or assessment under the 50% rule.
- (c) That the Senior Assistant Registrar (Teaching Quality) advised that:
 - (i) The reference to a 'moderator' could be taken to mean 'internal second-marker';
 - (ii) A meeting would be arranged with Chairs of Undergraduate Studies Committees, the Pro-Vice-Chancellor (Teaching Quality) and the Senior Assistant Registrar (Examinations) to clarify the issue raised in (b(ii)) above.

10. Guidelines for First Year Board of Examiners

TO CONSIDER:

Revised guidelines for the First Year Board of Examiners for the Faculty of Arts (minor amendments only), as proposed by the Undergraduate Studies Committee at its meeting on 18th October 2006 (paper BFA 4/06-07, attached).

11. Academic Satisfaction Review

TO CONSIDER:

- a) A report on the Academic Satisfaction Review – 'The postgraduate research student experience' Academic year 2006/07 (paper AQSC.111/05-06, attached).
- b) A report entitled 'The Academic Satisfaction Review 2005/06 – 'The postgraduate taught student experience' Academic year 2006/07 (paper AQSC.112/05-06, attached).

12. New Course Proposal (Sarah Richardson 3.30pm)

TO REPORT:

That the Graduate Studies Committee, at its meeting on 24th October 2006:

- (a) Recommended that the proposal from the Department of History for a new online MA in History, for introduction in September 2007 (Paper AGSC04/06-07) be approved, subject to:
 - (i) The requirement that the Department of History provide a report on the progress of the course to the Graduate Studies Committee at its Summer Term meetings in 2008, 2009 and 2010, to include the following information:
 - (A) Staff time taken in administering and teaching the course;

- (B) Recruitment statistics, including the quality of the student intake;
 - (C) Academic progress of students following the course;
 - (D) Drop-out rates from the course.
- (ii) Prof J Labbe and Dr S Allan becoming members of the monitoring board for the course.
- (b) Resolved that the following modules for the Online MA in History for introduction in September 2007 be approved: 'The Societies of Early America' (Paper AGSC06/06-07); 'English Local History' (Paper AGSC07/06-07); 'The Renaissance' (Paper AGSC08/06-07); 'Theory, Skills and Methods' (Paper AGSC09/06-07), subject to:
- (i) Confirmation by the Secretariat (on the advice of the Teaching Quality Team) that the CATS points awarded were appropriate for the assessment length specified;
 - (ii) Confirmation by the Secretariat (on the advice of the Teaching Quality Team) as to whether a separate module proposal was needed for the dissertations mentioned in the Learning Outcomes in Section 9.

(unconfirmed Graduate Studies Committee minutes)

TO CONSIDER:

A proposal from the Department of History for a new online MA in History, for introduction in September 2007 (paper AGSC04/06-07, copy attached - please also see website address: <http://go.warwick.ac.uk/onlinemahistory/modules/update>), noting that the module proposal forms listed in (b) above are available from the Secretary upon request.

13. Annual Course Review Reports (Minutes BGS.71(b)/05-06 and AGSC27/05-06 refer)

TO REPORT:

- (a) That the Board of Graduate Studies, at its meeting of May 31, 2006, considered:
- (i) The Annual Review of Postgraduate Taught Courses 2004/05: Summary Report (paper AQSC 11/05-06);
 - (ii) The Annual Review of Postgraduate Research Courses 2004/05: Summary Report (AQSC 12/05-06);
- and resolved that the proposal to introduce a 'merit' classification at taught Masters level to distinguish those who have not achieved 'distinction' but have obtained a high pass mark should be referred to Faculty level for consideration, along with the suggestion that the University introduce a "starred distinction" (AQSC 11/05-06, p5 & p8 refer).
- (b) That the Graduate Studies Committee, at its meeting on 24th October 2006, considered the proposal to introduce a 'merit' classification at taught Masters level, along with the suggestion that the University introduce a "starred distinction" and recommended:

- (i) That the Faculty of Arts Secretary be asked to compile a short survey of Russell Group institutions to establish whether they awarded 'merit' or 'starred distinction' classes for taught MAs;
- (ii) That the outcome of the above survey be reviewed at the Spring Term meeting of the Graduate Studies Committee.

TO CONSIDER:

The proposal to introduce a 'merit' classification at taught Masters level to distinguish those who have not achieved 'distinction' but have obtained a high pass mark, along with the suggestion that the University introduce a "starred distinction".

14. AHRC Application Training Workshops

TO RECEIVE:

An oral report from the Chair of the Graduate Studies Committee on the AHRC application training workshops.

15. Postgraduate Issues (minute BFA 41(b)/05-06 refers)

TO CONSIDER:

Issues raised in the meeting of the Board held on 24th May 2006 in relation to postgraduate programmes, student numbers, English language capability, submission rates, Research Council funding bids and use of awards.

16. QAA Institutional Audit

TO REPORT:

That the next QAA Institutional Audit was scheduled for Autumn 2008.

17. Advisory Board to the Faculty of Arts

TO REPORT:

That a meeting of the Advisory Board of the Faculty of Arts took place on 12th October and that the next meeting would be scheduled for March 2007.

TO RECEIVE:

The minutes of the meeting of the Advisory Board to the Faculty of Arts held on 12th October 2006 (Paper BFA5/06-07, to follow).

18. Report from the Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 18th October 2006 (Paper BFA6/06-07, attached).

19. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 24th October 2006 (Paper BFA7/06-07, to follow).

20. Student Representatives' Issues

TO RECEIVE:

An oral report on current student issues within the Faculty of Arts from:

- (a) The Undergraduate student representative;
- (b) The Postgraduate student representative.

21. Items for Discussion at Senate

TO CONSIDER:

Items for discussion at the next meeting of the Senate.

22. Dates of 2006-07 Committee Meetings

TO REPORT:

That the dates of the Committee's meetings for the academic year 2006-07 are as follows:

8 November 2006
14 February 2007
30 May 2007

Items for consideration by the Board must be submitted by the following deadlines:

For the meeting of 14 February 2007:
Wednesday 31 January 2007

For the meeting of 30 May 2007:
Wednesday 16 May 2007

23. Any Other Business