

UNIVERSITY OF WARWICK

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 14 November 2018

Present: Dr H Wheatley (Deputy Chair), Professor R Ball (Board of the Faculty of Science, Engineering and Medicine Representative), Dr J Burns (Deputy Chair of Arts Education Committee and Director of CADRE), Dr F Camilletti (Modern Languages and Cultures), Dr O Davis (Deputy Chair of Arts Education Committee), Professor R Earle (History), Dr J Hodgkinson (Modern Languages and Cultures), Dr S Jestrovic (Theatre & Performance Studies and Cultural & Media Policy Studies), Professor A Lavender (Theatre & Performance Studies and Cultural & Media Policy Studies), Professor E Mason (English and Comparative Literary Studies), Dr D Morrey (Modern Languages and Cultures), Dr R Moseley (Film and Television Studies), Professor Z Newby (Classics and Ancient History), Professor L Pericolo (History of Art), Dr S Richardson (Chair of Arts Education Committee), Dr G Schwartz-Leeper (Cross-Faculty Studies), Professor M Scott (Classics and Ancient History) Dr R Wallace (Film and Television Studies), E Worrall (Undergraduate Student Representative).

Apologies: Professor P Roberts (Chair), Dr P Botley (English and Comparative Literary Studies), Professor D Branch (History), Professor S Hand, Dr E John (Philosophy and Board of the Faculty of Social Sciences Representative).

In attendance: C Glover (Assistant Secretary), D Stonefield (Director of Administration for the Faculty of Arts), C Watters (Secretary).

1/18-19 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

RESOLVED:

- (b) That members of the Committee reported no conflicts of interest relating to agenda items for the meeting.

2/18-19 Terms of Reference

RECEIVED:

The terms of reference for all Faculty Boards as agreed following the review of Academic Governance held in 2016-17:

- (a) In line with the University Strategy, to regulate, subject to Statutes, Ordinances and Regulations, teaching and research in the subjects and

courses prescribed for the Faculty.

- (b) To make recommendations to the Senate for the award of qualifications in subjects and courses delivered within the Faculty.
- (c) To consider regular reports from standing committees established by the Faculty;
- (d) To appoint members of the Board of the Faculty to membership of the Senate as provided for under Statute 15 and to other committees as required;
- (e) To appoint a First Year Board of Examiners annually for undergraduate degrees;
- (f) To recommend to the Senate, Departments to be constituted by the Council;
- (g) To delegate to sub-committees such matters as are deemed appropriate;
- (h) To discharge such other functions as the Senate may from time to time determine.

3/18-19 Membership

RECEIVED:

- (a) An updated membership of the Board of the Faculty of Arts and its sub-committees for the academic year 2018-19, including nominations to other University Committees (paper BFA.01/18-19).
- (b) That following an election, the three representative vacancies of the Board of the Faculty of Arts on Senate had been filled by the following colleagues:
 - (i) Professor Andy Lavender, Theatre & Performance Studies and Centre for Media & Cultural Policy Studies for 3 years (end 31/07/2021);
 - (ii) Dr Rachel Moseley, Film and Television Studies for 3 years (end 31/07/2021);
 - (iii) Professor Zahra Newby, Classics and Ancient History for 3 years (end 31/07/2021).

4/18-19 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of

each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;

- (b) That all non-reserved minutes and agenda of the Board of the Faculty of Arts were published on the University's Governance website at: <http://warwick.ac.uk/committees/bfa/minutes/>;
- (c) That copies of paper SC.60/07-08 were available from the Secretary on request.

5/18-19 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Arts held on 30 May 2018.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Arts held on 30 May 2018 be approved.

6/18-19 Matters Arising on the Minutes

REPORTED:

That there were no matters arising on the minutes from the meeting that were not considered elsewhere on the agenda as substantial items.

7/18-19 Chair's Business

- (a) Warwick Awards for Teaching Excellence (WATE)

REPORTED:

That the winners and commendees Warwick Awards for Teaching Excellence (WATE) and Warwick Awards for Teaching Excellence for Postgraduates who Teach (WATE PGR) were available online from https://warwick.ac.uk/services/ldc/teaching_learning/wate/wate1718/

WATE – Winner

Dr Paul Prescott (English and Comparative Literary Studies)

WATE PGR – Winner

Roxanne Douglas (IATL, English and Comparative Literary Studies)

- (b) Termly Faculty Assembly

REPORTED:

That the Faculty Christmas celebration would take place on 4 December 2018 in the Graduate Space.

CONSIDERED:

That the Board considered how termly Faculty lunches could be arranged in future.

REPORTED:

(by Dr R Moseley)

- (a) That a forum for all staff from the Faculty to attend would be welcomed;

(by Professor Z Newby)

- (b) That it would be good to have a central theme or discussion point(s);

(by Dr H Wheatley)

- (c) That the Impact Lunches invited speakers to present for five minutes followed by discussion and networking, and that a similar model could be adopted for the Faculty lunches;
- (d) That the consensus of the Board was for this to be held once per term and that the lunch be de-coupled from the Board of the Faculty of Arts meeting.

- (c) Chair of the Board of the Faculty of Arts

REPORTED:

That Professor Dan Branch would be Chair of the Faculty of Arts for Terms 2 and 3 of the 2018-19 academic year.

- (d) Welcome Week

REPORTED:

- (a) That the Head of Welcome and Student Internationalisation had confirmed that there would be a review of Welcome Week 2018 (by colleagues in the Welcome team including consultation), with a view to producing recommendations by the end of November 2018;

(by Dr S Richardson)

- (b) That Welcome Week had been discussed at the Arts Education Committee and feedback provided to the Welcome team, noting that both staff and students would welcome more academic content in the Welcome Week.

8/18-19 Student Representatives' Reports

RECEIVED:

An oral report from the Undergraduate Student Representative.

REPORTED:

That the Undergraduate Student Representative outlined their priorities for the Faculty SSLCs in undertaking work on the following:

- (a) Diversification of the curriculum: discussions with SSLCs and setting up a meeting hosted by the Student Union to discuss curriculum with staff;
- (b) Joint degree students: discussions with students to find out what could work better;
- (c) Personal Tutoring: looking at personal tutor resources;
- (d) SSLCs: review of SSLCs as these work differently across Faculties;
- (e) Faculty of Arts changes: considering the impact on students, for example the new Faculty of Arts building.

9/18-19 Faculty of Arts Building

RECEIVED:

An oral report from the Director of Administration on the progress of the new Faculty of Arts building.

REPORTED:

- (a) That bids from contractors were being reviewed with a view to confirming a contractor at the end of November;
- (b) That artist Matthew Raw had visited campus on the 12 November 2018 to collect feedback from staff and students for the commission for the new building;
- (c) That the delivery date for the building was not yet confirmed so a date could not currently be given at Open Days or in recruitment materials.

10/18-19 Report from the Arts Education Committee

RECEIVED:

An oral report from the Chair of the Arts Education Committee, Dr Sarah Richardson, together with the unconfirmed minutes from the meeting held on 15th October 2018 (paper BFA.03/18-19).

REPORTED:

- (a) That suggestions for items of business from the Faculty were welcomed and that a twice termly newsletter was now being sent out to involve the wider Faculty;
- (b) That the Employability Working group were collecting and analysing data with a particular focus on career destinations and student preparedness;

- (c) That the Widening Participation working group had made recommendations which would be reviewed with the new Faculty Widening Participation Officer when in post;
- (d) That National Student Survey action plans were being drawn-up, noting that academic support, student voice and the BME student satisfaction gap were areas for attention;
- (e) That items proposed for the Spring term Agenda were:
 - (i) External Examiners
 - (ii) Personal Tutor Code of Practice
 - (iii) Student Voice
 - (iv) Employability
- (f) That a University-wide review of assessment was currently underway and this was under close consideration by the Arts Education Committee.

11/18-19 Report from the Arts Faculty Research and Impact Committee (AFRIC)

RECEIVED:

An oral report from the Chair of the Arts Faculty Research and Impact Committee, Dr Helen Wheatley, together with the unconfirmed minutes from the meeting held on 20th June 2018 (paper BFA.04/18-19) and a report to the Board (paper BFA.05/18-19).

REPORTED:

- (a) REG
That colleagues who had contributed to preparations for the REG process and contributed to the WICS system for collating impact data and evidence for case studies.
- (b) REF
That departments would receive guidance from the Pro-Vice Chancellor for Research and/or Assistant Director (Research Planning and Data) on the development of impact case studies and the REF process.
- (c) Warwick/Coventry Memorandum of Understanding
That progress had been made on the Memorandum of Understanding with Coventry University's Faculty of Arts. In the context of the unique opportunities afforded by the City of Culture 2021 (UKCC2021) and Coventry's Cultural Strategy, the two universities intend to focus on cultural growth and investment, and achieve the full value of a research partnership and collaboration, with direct benefit to residents and our university communities.
- (d) City of Culture
That a Faculty of Arts City of Culture working group had been established to ensure the Faculty's readiness for 2021.

That the Connecting Cultures GRP has been awarded an additional £65,000 to invest in City of Culture facing projects, and encourages applications from the Faculty and beyond.

That Flo Swann had been appointed as Research Development Officer, City of Culture.

- (e) Connecting Cultures and Sustainable Cities GRPs
That the GRPs were jointly with Coventry University funding 12 £2,000 awards to projects bringing together academics from both institutions with cultural organisations and/or arts practitioners or creative industries in Coventry to develop research and public engagement activities with impact which invite the general public to participate and respond.
- (f) Digital City of Culture
That invitations would be sent for The Digital City of Culture: Research Development and the Digital Ecology of Coventry on 21 January 2019. That colleagues interested in the development of Digital Humanities within this context contact Helen Wheatley.
- (g) Warwick Arts Centre/Faculty of Arts Working Group
That a working group has been set up with colleagues from Warwick Arts Centre to plan for a closer working relationship between the Faculty and the Arts Centre.
- (h) HRF Departmental Contributions
That the HRF Committee emphasised that colleagues note that the agreed 10% contribution from Departments should be separate from/additional to individual research allowances.

12/18-19 Triennial Review of University Research Centres

REPORTED:

That the following Research Centres were due for their triennial review in 2018/9:

- (a) Centre for Television History, Heritage and Memory Research, Dr Helen Wheatley (Category 3);
- (b) Eighteenth Century Centre, Professor Mark Knights (Category 3).

That completed pro-formas for consideration would be received at the Board of the Faculty of Arts on 13 February 2019.

13/18-19 Campus Master Planning

RECEIVED:

A report following input from all Boards of Faculty to the campus master planning process on evolving plans (papers BFA.06/18-19 and BFA.07/18-19), together with a presentation from the Head of Strategic Programmes and Governance, Charlotte Lewis.

REPORTED:

- (a) That proposed modes of transport from a University train station to campus included micro-transit vehicles, cycle routes and walking routes;

- (b) That key short-term changes relevant to the Faculty of Arts were the Faculty of Arts Building and work to improve shared/public spaces, noting that work over the next five years had already been accounted for in the capital plan;
- (c) That the Library had not yet been through a business case;
- (d) That Study Spaces had not yet been defined but options included the library, within Departments and within accommodation;
- (e) That cycle routes would be developed on and around campus and that a group would be set up to review the work needed to support this mode of transport, for example shower and locker facilities;

(by Professor E Mason)

- (f) That there were concerns about mixed-purpose buildings comprised of student accommodation and academic space, noting that for well-being it may be beneficial to separate work and home spaces, and that feedback should be gathered from Universities that currently have mixed-purpose buildings;

(by D Stonefield)

- (g) That there were safety concerns regarding dark walking routes to campus and consideration should be given to lighting.

14/18-19 Any Other Business

City of Culture

REPORTED:

(by Dr H Wheatley)

- (a) That Departments were asked to consider pedagogical activities that would link to the City of Culture;
- (b) That departments should consider the potential of linking with City of Culture in URSS scholarships and other bursaries to promote impact;

(by Dr S Richardson)

- (c) That following the curriculum review undertaken by History, a History Festival was planned for term 3 which would provide opportunities for students to engage with the community;

(by Professor E Mason)

- (d) That a group were putting together a proposal to purchase George Eliot's house in Foleshill, which could be used as a teaching space or for Widening Participation and community events.

15/18-19 Next Meeting

REPORTED:

That the next meeting of the Board would take place on Wednesday 13 February 2019, 12-2.30pm, room CMR 1.0, first floor, University House.

16/18-19 Timeliness of Provision of Feedback to Students on Assessed Work

REPORTED:

That s composite report on timeliness of feedback on assessment submitted in Summer Term 2017-18 across the Faculty would be available after the next meeting of the Arts Education Committee.

17/18-19 Teaching Quality Update, August 2018

REPORTED:

That the Teaching Quality Update that was circulated in August 2018 contained some important information that Academic Departments needed to be aware of (<https://warwick.ac.uk/services/aro/dar/quality/tlupdates/August2018/>). Key pieces of information that colleagues should familiarise themselves with include:

- (a) Exit Awards
- (b) Good Practice Guide on Providing Information to Students
- (c) Accredited Courses
- (d) Graduate Diplomas
- (e) Update on Accreditation of Placement Years
- (f) Course Discontinuations
- (g) Regulations covering Degree Apprenticeships
- (h) Updating module information for 2018/2019
- (i) Reading Lists 2018/19
- (j) Revisions to Regulation 42 – Academic Appeals
- (k) Nominations of new external examiners – release of SITS workflow system
- (l) Review of Assessment
- (m) Course Approval Update August 2018

18/18-19 Partnerships Committee

REPORTED:

That the minutes of the meetings of the Partnerships Committee were available online at <https://warwick.ac.uk/committees/partnerships/minutes/>.

19/18-19 Academic Quality and Standards Committee

REPORTED:

That the minutes of the meetings of the Academic Quality and Standards Committee were available online at <http://warwick.ac.uk/committees/aqsc/minutes/>.

20/18-19 University Education Committee

REPORTED:

That the minutes of the meetings of the University Education Committee were available online at <https://warwick.ac.uk/committees/ec/minutes/>.

21/18-19 Dates of 2018-19 Board Meetings and Deadlines for Papers

REPORTED:

That future meetings of the Board of the Faculty of Arts in the academic year 2018-19 would be held on the following dates, with the deadline for papers for each meeting also noted and embedded in the calendar appointment sent to members:

- (a) Wednesday 13 February 2019, 12.00pm – 2.30pm, in room CMR 1.0, first floor, University House:
 - (i) Deadline for notification of intention to submit a paper: 12 noon, 23 January 2019;
 - (ii) Deadline for draft papers to be submitted by: 12 noon, 30 January 2019;
 - (iii) Electronic circulation of papers: 6 February 2019.
- (b) Wednesday 22 May 2019, 12.00pm – 2.30pm, in room CMR 1.0, first floor, University House:
 - (i) Deadline for notification of intention to submit a paper: 12 noon, 1 May 2019;
 - (ii) Deadline for draft papers to be submitted by: 12 noon, 8 May 2019;
 - (iii) Electronic circulation of papers: 15 May 2019.