

UNIVERSITY OF WARWICK BOARD OF THE FACULTY OF ARTS OPEN MINUTES OF THE MEETING HELD 12.00-2.00PM TUESDAY 4 FEBRUARY 2020, COUNCIL CHAMBER, SENATE HOUSE			
Present	Penny Roberts	PR	Chair
	Helen Wheatley	HW	Department of Film and Television Studies, Deputy Chair
	Jenny Alexander	JA	Department of History of Art
	Kate Astbury	KA	School of Modern Languages and Cultures
	Christopher Bilton	CB	Centre for Cultural and Media Policy Studies
	Fabio Camilletti	FC	School of Modern Languages and Cultures
	Alice Dermody-Palmer	ADP	Undergraduate Student Representative
	Rebecca Earle	RE	Department of History
	Michael Hatt	MH	Department of History of Art
	Elisabeth Herrmann	EH	School of Modern Languages and Cultures
	Christoph Hoerl	CH	Philosophy and Board of the Faculty of Social Sciences Representative (left at 12.55)
	Silvija Jestrovic	SJ	School of Creative Arts, Performance and Visual Cultures
	Andy Lavender	AL	School of Creative Arts, Performance and Visual Cultures
	Emma Mason	EM	Department of English and Comparative Literary Studies
	Rachel Moseley	RM	Department of Film and Television Studies
	Zahra Newby	ZN	Department of Classics and Ancient History
	Stephanie Panichelli-Batalla	SPB	School for Cross Faculty Studies
	Sarah Richardson	SR	Chair of Arts Education Committee
	Gavin Schwartz-Leeper	GSL	School for Cross Faculty Studies
	Michael Scott	MS	Department of Classics and Ancient History
	Tim White	TiW	Deputy Chair of Arts Education Committee
	Tom Whittaker	ToW	School of Modern Languages and Cultures
	Claire Glover	CG	Undergraduate Admissions, Assistant Secretary
	Karen Jackson	KJ	Library Representative
	Diana Stonefield	DS	Director of Administration, Faculty of Arts
	Clare Watters	CW	Education Policy and Quality, Secretary
Ref	Item		
023	Apologies for absence Apologies were received from Jenny Burns (Deputy Chair of Arts Education Committee and Director of CADRE), Rachel Dickinson (Faculty of Arts Senior Tutor), Hakan Ferhatosmanoglu (Board of the Faculty of Science, Engineering and Medicine Representative), Izzy Gatward (Postgraduate Student Representative), Seán Hand (Deputy Pro-Vice Chancellor (Europe)), Sarah Hodges (History).		
024	Declarations of Interest No declarations were made.		
025	Freedom of Information and Equality, Diversity and Inclusion The Committee noted and agreed to abide by the Freedom of Information and Equality, Diversity and Inclusion policies.		
026	Minutes of last meeting on 12 November 2019		

	<p>The minutes of the meeting held on 12 November 2019 were received and approved (018-BFA -040220), subject to the following amendment (<u>underlined</u>):</p> <p>014 Centre for Digital Inquiry</p> <p>DECISION:</p> <p><u>Nate Tkacz to talk to the city digital archive in addition to</u> communication with GRP Connecting Cultures and the City of Culture.</p>
027	<p>Matters arising from last meeting on 12 November 2019</p> <p>There were no matters arising from the meeting that were not covered on the agenda.</p>
Chair's Business	
028	<p>Chair's Update</p> <p>The committee received a verbal update from the Chair and key points were as follows:</p> <p>a) Athena SWAN</p> <ul style="list-style-type: none"> • The University encourages all departments to engage with the Athena SWAN process • There was recognition that a lot of work is involved in the process and it had been acknowledged that University resource would be required to support submissions from the Faculty of Arts • Discussions were on-going about whether there would be a Faculty-wide submission • Departments will be asked to report back to the Board of the Faculty of Arts on an annual basis <p>b) Sustainability</p> <ul style="list-style-type: none"> • Sustainability would be added as a standing item on the agenda to bring together various discussions in Departments • This would also be an item for a future Faculty Assembly <p>c) Warwick in Venice</p> <ul style="list-style-type: none"> • The University had undertaken a review of the programme and the position of Warwick in Venice. • There was strong support for Warwick in Venice to continue, with a drive for more regular and high profile activities that would engage more of the academic community. • The University did not previously have an all-year round residence but a new all-year round residence was now being sought. • Departments would be encouraged to engage with Warwick in Venice, from both within the Faculty of Arts and the wider University. • Luca Mola is the Academic Director of Warwick in Venice. <p>d) School of Creative Arts, Performance and Visual Cultures (SCAPVC)</p> <ul style="list-style-type: none"> • The new Head of School, Stuart Hampton-Reeves, would be starting in April. <p>e) Faculty of Arts and Warwick Arts Centre Working Group</p> <ul style="list-style-type: none"> • There has been poor uptake from departmental representatives on the Working Group. • The Working Group explores how the Faculty can work collaboratively with the Arts Centre, including planning and activities for the opening of the new Arts Centre in 2021, how research can interact with future activities, and opportunities for public engagement. • Departmental representatives should feed ideas back in to Departments through Departmental meetings or Directors of Research.

029	<p>Termly Faculty Assembly</p> <p>a) Feedback from the first Assembly</p> <ul style="list-style-type: none"> The first Assembly, on the new Faculty of Arts Building, had been well attended with constructive discussion and follow up feedback on the website. <p>b) Future topics</p> <ul style="list-style-type: none"> Term 2: Education: decolonising the curriculum, outcomes for all, widening participation. Term 3: Research Themes. Future topics might include Sustainability, Digital Humanities, Equality and Inclusion and Athena SWAN. Ideas for topics or volunteers to present at the Assembly were welcomed.
030	<p>Faculty of Arts Building Update</p> <p>The Committee received a verbal update from the Director of Administration (DS) and key points were as follows:</p> <ul style="list-style-type: none"> The Commencement Ceremony, including burying the time capsule, took place on 19 November 2019 and had been promoted on Insite (https://warwick.ac.uk/services/estates/news/time_capsule_buried). Following the Faculty Assembly a set of FAQs had been developed from the feedback and questions asked, and these would be published on the website. Two Student Assemblies were scheduled for 19 February (2.00 – 3.00pm) and 2 March (5.00 – 6.00pm) and Departments were asked to communicate these to students. The Operational Readiness Group would be talking to Departments to discuss plans for moving in to the new building including floor plans. Marketing were working on a communications strand to look at how the new building is promoted and communicated. Some Interns in the Faculty were also working on communications. There would be opportunities for staff and students to visit the site, and a topping-off ceremony would be held in September. The DSEP had received funding to develop a project on the history of the arts subjects at Warwick and would be working with students on this.
031	<p>Report and Minutes from the Arts HoDs Forum</p> <p>The committee received the minutes of the Faculty of Arts: Heads of Department Forum meeting held on 4 December 2019 (019.BFA.040220). There were no comments raised by the committee.</p>
University Business	
032	<p>Graduate Teaching Assistant Project</p> <p>The Committee received the report (020.BFA.040220) and a verbal update from Andreea Fertigan, Project Manager, and the key points and discussion were as follows:</p> <ul style="list-style-type: none"> That feedback had been taken from Heads of Departments and there was a consultation with the postgraduate community this month. That the timeframe for transfer to employment contracts for the postgraduate community was the start of the 2020 academic year. The other groups noted in the report would be reviewed next year. That the 20-hour threshold would include preparation and marking time. ADC were working with Department for their input on the 'Prepare to Teach' module. The report would be going to ARC in March and therefore the advice to current students should be the current practice and information. Departments would be able to tailor contracts to the individual, for example contracts for third year PhD students.

	<ul style="list-style-type: none"> The two-year contract was for a commitment of teaching for the first year of the contract and there would be no obligation to offer teaching in the second year of the contract. EM suggested that this should be clarified in the communications to the postgraduate community. DS reported that some Departments offered rolling modules and so could not guarantee if a module would run in the second year of the contract and if teaching would be available. ZN queried what would be offered for those teaching between the 10 and 20 hour thresholds. AF advised that this would depend on individual circumstances. GSL noted that it was important to keep in mind equality and diversity considerations.
033	<p>Research Centres: Centre for Early Life</p> <p>The Committee received the report (021.BFA.040220). The committee noted that the proposal was very clear and there were no further comments raised.</p> <p>DECISION:</p> <p>The Committee recommended to the University Research Committee that the proposal for the Centre for Early Life – Category II Centre be approved.</p>
	Faculty Business
034	<p>Student Representative Updates</p> <p>The Committee received a verbal update and key points were as follows:</p> <p>a) UG Representative</p> <ul style="list-style-type: none"> That the UG Representative had joined the Allocation of Resources / Provision Group. That representatives had been continuing their work on decolonising the curriculum. That the Student Union were undertaking a review of Faculty representatives and the SSLC system and would work with departments to develop a system that works for all. It was recognised that there was a high workload on the Chair and guidance would be developed to provide clarification on the roles and remit. <p>b) PG Representative</p> <p>The postgraduate representative sent their apologies for the meeting.</p>
035	<p>Report and Minutes from the Arts Faculty Research and Impact Committee</p> <p>The Committee received the minutes of the meeting held on 17 November 2019 (022.BFA.040220) and a verbal update from its Chair and key points were as follows:</p> <p>a) Faculty Research Themes</p> <ul style="list-style-type: none"> Faculty research themes had now been launched on the website. If there are significant areas of research or projects which should be included colleagues should inform HW and these can be linked to under the themes. A Faculty Away Day to launch the themes and bring together work is being explored. The committee provided feedback on proposed dates (Week Zero, Week Six or Week Eleven). <p>b) City of Culture</p> <ul style="list-style-type: none"> A Faculty of Arts City of Culture Steering Group was being established to gather information from Departments. Shantel Edwards was providing additional support to City of Culture projects. There was a call for monitoring and evaluation project proposals. <p>c) REF</p> <ul style="list-style-type: none"> The deadline for paperwork for the SSG meetings was the 17th February 2020. Impact webpage were being updated to highlight work across the Faculty. Research income: so far this year there had been more research bids and projects accepted. Overall income was down due to one ESRC project moving to another institution. 40 bids to full application stage for Leverhulme.

	<ul style="list-style-type: none"> • UK Universities would be eligible to apply for Horizon this year. • OCRI. Applications for external funding would not need to complete Pathways to Impact document as impact would be incorporated in to other areas of the application. • Impact Lunches: 13 February 2020 on 'Collaboration' and 16 April 2020 on 'Digital Outputs'.
036	<p>Report and Minutes from the Arts Education Committee</p> <p>The Minutes of the Arts Education Committee meeting held on 15 January 2020 were not yet available. The Committee received a verbal update from its Chair and key points were as follows:</p> <p>a) Strategic Initiatives</p> <ul style="list-style-type: none"> • There was a heavy workload on Departments due to the large number of strategic initiatives being rolled out. This had been raised with Chris Hughes and feedback provided to the teams requesting information. • CW noted that EPQ were working with the teams to foster a joined up understanding of what was being requested and reviewing communications. <p>b) SPI projects</p> <ul style="list-style-type: none"> • Over the next 12 – 18 months a number of SPI projects would be moving into implementation (e.g. Module Approval, Module Catalogue, Mitigating Circumstances Portal, and Universal Admissions). • The projects were welcomed but the implementation would have an impact on departmental practices. Staff would be appointed to support Departments with the roll-out. • SPI projects would be added as a standing item on the AEC Agenda. <p>c) Review of Assessment Group (RAG)</p> <ul style="list-style-type: none"> • Concerns were raised on adding information on the amount of time to spend on assessments and independent study, noting that this information could present issues for neuro-diverse students. It was agreed that there needed to be a conversation across the department, Faculty and University to ensure clarity and consistency of information. • It was noted that the Student Union were being consulted on the Assessment Strategy and a student survey had closed last week. • It was agreed that membership of the RAG would be circulated so that feedback can be passed on to representative to take to RAG. • Choice of Assessment: If this was approved then it would be implemented for 2021. <p>d) TEG Meetings</p> <ul style="list-style-type: none"> • TEG workshop on 24 March 2020 on 'Outcomes for All'. A paper drew together the key elements. • Student representation in TEG was welcomed, but it was noted that the workload on student Chair of SSLCs was high. • RM reported that there will be targeted workshops on Widening Participation. Departments should ask questions about the resource needed to monitor and evaluate WP and the quality and availability of data. <p>e) Postgraduate Taught</p> <ul style="list-style-type: none"> • There had been a proposal to integrate PGT Induction to Welcome Week. The Committee recognised that induction was important but questioned if this would be effective in Welcome Week for PGT, noting that the workload on Departments would also be high. • An Academic Director of PGT role would be advertised and colleagues from Arts should be encouraged to apply. <p>The Chair of the Board of the Faculty of Arts thanked HW and SR for their support and work for the Faculty.</p> <p>ACTION:</p> <p>Secretary to circulate membership of the Review of Assessment Group.</p>

037	<p>Report and Minutes from the Arts Equality and Inclusion Forum</p> <p>The Committee received the unconfirmed minutes of the meeting held on 13 January 2020 (024.BFA.040220) and a verbal update from its Acting Chair and key points and discussion were as follows:</p> <ul style="list-style-type: none"> • There had been good sharing of practice. • The Forum would start looking at objectives in the areas of: Athena SWAN, decolonising the curriculum, social inclusion, WP Initiatives, and Neuro-diversity. Members were asked to feedback on any other issues that they would like the Faculty to consider and make progress on. • Accessibility Regulations on public sector websites: website accessibility guidance had now come out and would need to be in place for September 2020 • HW suggested that public engagement and research impact should be viewed through the lens of social inclusion and diversity, for example considering the audience we reach out to and the people we co-produce work with. • DS was starting a project on recruitment practice and policy including consideration of Equality and Inclusion. Consideration would also be given to reward / merit pay structures. • GSL suggested that representation was important in Assembly representatives to Senate and Committees, as well as representation on the Governance side. • ZN had met with the Doctoral College to discuss scholarship applications and if there was other information that could be taken in to consideration. • EM reported that the Athena SWAN process put a disproportionate workload on female members of staff and consideration needed to be given to how workload would be managed. It was noted that Sandra Beaufoy would attend a future HoD Form to discuss.
Items below this line were for receipt and/or approval, without discussion	
038	<p>Timeliness of feedback and Plagiarism Reports</p> <p>The committee received and noted the reports (024a.AEC.19-20), (024b.AEC.19-20) and (025.AEC.19-20). GSL queried some of the figures which the Secretary agreed to review to confirm accuracy.</p> <p>ACTION:</p> <p>Secretary to review the timeliness of feedback and plagiarism reports and confirm the figures.</p>
Other	
039	<p>Any other business</p> <p>Pulse Survey</p> <p>Departments were asked to remind staff that the PULSE survey closes on the 9 February 2020.</p>
022	<p>Senate Committee Minutes and Reports</p> <p>Board of the Faculty of Arts http://warwick.ac.uk/committees/bfa/minutes Faculty Education Committee https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes/ Board of Graduate Studies http://warwick.ac.uk/committees/bgs/minutes Partnerships Committee http://warwick.ac.uk/committees/partnerships/minutes Academic Quality and Standards Committee http://warwick.ac.uk/committees/aqsc/minutes Student Learning Experience and Engagement Committee https://warwick.ac.uk/committees/sleec/minutes University Education Committee https://warwick.ac.uk/committees/ec/minutes</p>
Next meeting: 12.00PM, Tuesday 19 May 2020, Council Chamber, Senate House	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS

026	DECISION: Nate Tkacz to talk to the city digital archive in addition to communication with GRP Connecting Cultures and the City of Culture.		
033	DECISION: The Committee recommended to the University Research Committee that the proposal for the Centre for Early Life – Category II Centre be approved.		
036	ACTION: Secretary to circulate membership of the Review of Assessment Group.	CW	Ongoing
038	ACTION: Secretary to review the timeliness of feedback and plagiarism reports and confirm the figures.	CW	Ongoing