

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 5th November 2008.

Present: Professor S Bruzzi (in the Chair), Mr J Arroyo, Professor S Bassnett, Dr J Burns, Professor R Burns, Dr J Burrows, Dr C Britzolakis, Dr J Davidson, Professor T Docherty, Dr S Gilson, Professor S Hand, Dr N Holdsworth (for Professor J Davis), Dr P Kuhiwczak, Professor J Labbe, Dr T Lockley, Professor P Marshall, Professor K O'Brien, Dr G Riello, Dr H Schmitz, Professor P Smith, Professor LM Whitby, Dr T White, Dr C Whitehead.

In Attendance: Mrs J Shaw, Ms K Gilmore, Mrs L Du Plessis and Ms F Emery (for item 9/08-09), Dr J Moss (for item 10/08-09).

Apologies: Professor P Abrahams, Dr K Astbury, Professor M Finn, Dr G Frith, Professor M Hatt, Professor N Hewlett, Dr E John, Dr D Lines, Professor D Morley, Dr R Moseley, Professor A Reeve, Professor C Sparrow, Ms V Tomlinson.

1/08-09 Terms of Reference

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 2008/09 (Paper BFA1/08-09), noting the amendment of 'Mrs C Marinetti' to 'Dr C Marinetti'.

2/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 28th May 2008 be approved.

3/08-09 Matters Arising on the Minutes

Progress of Committee recommendations

REPORTED:

- (a) That, at its meeting on 4th June 2008, the Board of Undergraduate Studies resolved that the following new courses be approved:

(i) Department of French Studies

A proposal from the Department of French Studies for a new course entitled 'French with Theatre Studies' as set out in papers AUSC20/07-08 (revised) and AUSC28-30/07-08;

(ii) Departments of History of Art and Italian

Proposals from the Departments of History of Art and Italian for new courses 'BA in Italian and History of Art' (Papers AUSC.85-88/07-08) and 'BA in History of Art with Italian' (Papers AUSC.89-91/07-08) for introduction in October 2009.

(b) Centre for Translation and Comparative Cultural Studies

That, during the summer vacation, the Chair of the Graduate Studies Committee and Chair of the Board of Graduate Studies resolved that a proposal from the Centre for Translation and Comparative Cultural Studies to introduce a revised course 'MA in British Cultural Studies and English Language Teaching' (Paper AGSC.2/08-09) be approved.

(c) Constitution of the Centre for Translation and Comparative Cultural Studies

REPORTED:

- (i) That the Senate, at its meeting on 18th June 2008, resolved that the revised constitution of the Centre for Translation and Comparative Cultural Studies be approved as set out in S.45/07-08;
- (ii) That the Chair, acting on behalf of the Board, had approved a subsequent minor amendment to the revised constitution for the Centre for Translation and Comparative Cultural Studies (Paper BFA20/07-08 (revised)), and this had subsequently been approved by the Vice-Chancellor, acting on behalf of the Senate.

4/08-09

Chair's Action

(a) Committee Membership (Minute BFA 55(b)/07-08 refers)

(i) 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 amendments to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Arts:

- (A) The nomination of Dr A Cooley to serve as the representative of the Department of Classics and Ancient History;

- (B) The nomination of Professor N Hewlett to serve as the representative of the Department of French Studies for terms 2 and 3.

(ii) 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 Dr R Moseley to serve as the representative of the Department of Film and Television Studies on the Graduate Studies Committee of the Board of the Faculty of Arts for term 1.

(iii) Student Representatives

REPORTED:

- (A) That Ms V Tomlinson had been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee;

- (B) That a Postgraduate student representative had not yet been elected by the Students' Union to serve on the Board of the Faculty of Arts and Graduate Studies Committee.

(iv) Board of Graduate Studies

REPORTED:

That the Chair, acting on behalf of the Board, had approved the appointment of Professor K Butcher from the Graduate Studies Committee to sit on the Board of Graduate Studies.

(b) Directorship of the Centre for Caribbean Studies

REPORTED:

That the Chair, acting on behalf of the Board, had approved the appointment of Professor D Dabydeen as Director of the Centre for Caribbean Studies for academic year 2008-09.

(c) Revised Personal Tutor System Guidelines (Minute S.15/08-09 (unconfirmed) refers)

REPORTED:

- (i) That the Chair, acting on behalf of the Board, had approved the revised guidelines for the Personal Tutor System, and communicated comments from Faculty members to the University Senior Tutor;
- (ii) That the Senate, at its meeting on 1st October 2008 considered a paper outlining revised guidelines for the Personal Tutor System from the University Senior Tutor (Paper S.6/08-09). The Deputy Registrar reported that the guidelines were designed so that the University Senior Tutor could make minor amendments and updates to this guidance as necessary without requiring the approval of the Senate, noting that any substantial changes in content or focus would be

brought forward for the consideration of the Senate. Senate resolved that:

- (A) the revised guidelines for the Personal Tutor System be approved as set out in S.6/08-09.
- (B) the guidelines be circulated by Student Services to Heads of Department and Personal Tutors shortly following this meeting of the Senate.

5/08-09

Chair's Business

(a) Environment

REPORTED:

- (i) That an electronic file store area for the agenda and papers being considered by the Board of the Faculty of Arts had been created by the Secretariat, and can be accessed by members of the Board at <https://files.warwick.ac.uk/boardofarts/browse>
- (ii) That Board members are requested to inform the Secretariat if they wish to receive Board agendas and papers via electronic circulation only.

RESOLVED:

That the following suggestions from the Board be noted:

- (iii) Steps could be taken to make Café Humanities greener, including implementing a 'mug and bowl' scheme and improving the recycling facilities available, noting that a book swap scheme was due to start soon;
- (iv) More recycling points could be made available at the back entrance of the Humanities Building, noting that there is currently a lot of standing waste in this area.

(b) Annual Review

RECEIVED:

An oral report from the Chair on the implementation of Annual Review, noting that the School of Theatre, Performance and Cultural Policy Studies were yet to submit the names of reviewers.

(c) Faculty Accommodation

REPORTED:

- (i) That the Department of Film and Television Studies would be moving to Millburn House by Easter 2009, and that renovations of the ground floor of the Humanities Building were scheduled to take place during summer 2009;

- (ii) That it was uncertain whether Capital Investment Funding would be available for a second phase of renovations in the Humanities Building.

RESOLVED:

- (iii) That the Capital Development Progress Group for the Faculty chaired by Professor S Bruzzi should be reformed to contribute to discussions on the renovations.

(d) National Student Survey

RECEIVED:

An oral report from the Chair on the performance of the Faculty in the National Student Survey 2008 (Papers SC.565/07-08 and SC.575/07-08), noting:

- (i) That the Faculty had improved its performance in the 2008 survey and results were better than the national average;
- (ii) That improvements to assessment and feedback were still needed across the University, as well as to learning resources in some areas.

(e) Annual Course Review Report Deadlines

REPORTED:

That the timing of the Annual Course Reviews has been rescheduled for 2008-09, noting that the revised deadlines for submission of Annual Course Review Reports are as follows:

- (i) Undergraduate Annual Course Review Reports – 1 December 2008 – for discussion by Faculty committees in term 2;
- (ii) Postgraduate Research Annual Course Review Reports – 2 January 2009 – for discussion by Faculty committees in term 2;
- (iii) Postgraduate Taught Annual Course Review Reports – 13 March 2009 – for discussion by Faculty committees in term 3 – noting that the form for this review may be changing.

(f) Institute of Advanced Study (IAS) Resources

REPORTED:

That Heads of Department and Directors of Research Centre had been sent an update regarding IAS resources available for use by academic departments to support research-related activities, noting that:

- (i) The IAS seminar room in Millburn House is available for research-related interdisciplinary meetings, workshops and events;
- (ii) The IAS residential accommodation, Cryfield Grange, is now available for booking for non-IAS funded research-related activities via Warwick Accommodation.

(g) Fees Working Group

RECEIVED:

An oral report from the Deputy Chair on the impact of the reduction in MA fees across the Faculty, noting that:

- (i) A few departments had reported a marked impact on recruitment following the reduction in MA fees, but there would be a clearer picture from analysis of the first full year of recruitment with reduced fees in 2008/09;
 - (ii) Departments were encouraged to hold meetings for their third year (and interested second year) students on opportunities for MA study;
 - (iii) A collective Faculty approach to postgraduate recruitment could bring notable benefits.
- (h) QAA Institutional Audit

RECEIVED:

An oral report from the Deputy Chair on the QAA Institutional Audit, noting that the audit visit would take place in Week 7.

6/08-09

Course Proposals

TO REPORT:

That, at its meeting on 21st October 2008, the Graduate Studies Committee of the Board of the Faculty of Arts recommended to the Board of the Graduate Studies:

(a) Department of French Studies

That the proposal from the department of French Studies for a new course 'MA for Research in French and Francophone Studies' for introduction in October 2009 (Paper AGSC.6/08-09) be approved subject to minor amendments outlined at the meeting.

(b) Department of English and Comparative Literary Studies

That the proposal from the department of Department of English and Comparative Literary Studies for a new course 'MA in Acting Shakespeare' for introduction in October 2009 (Paper AGSC.7/08-09) be approved, subject to:

- (i) Confirmation that the space needed for the course to run would be available, and of the appropriate standard required;
- (ii) Confirmation that freelance and temporarily employed staff would be available to staff the course, and clarification regarding how continuity would be provided;
- (iii) Clarification of the nature of the audition process, and what the auditions are intended to assess;

- (iv) Further consultation with relevant staff in the School of Theatre, Performance and Cultural Policy Studies regarding their possible involvement.

7/08-09 Constitution of the Centre for Caribbean Studies

RESOLVED:

That the proposed revised constitution for the Centre for Caribbean Studies (Paper BFA2/08-09) be recommended to the Senate for approval.

8/08-09 AHRC Block Grant Partnership Scheme and AHRC 2008 Competition (Minutes AGSC.5(a)/07-08, AGSC.24(d)/07-08 and AGSC.45(d)/07-08) refer)

RECEIVED:

An oral report from the Chair of the Graduate Studies Committee of the Faculty on:

- (a) The AHRC 2008 Competition, noting that from 52 submissions the University has secured 13 AHRC awards;
- (b) The University's AHRC Block Grant bid, noting that:
 - (i) The Block Grant application process began in early September, with feedback and the right to reply in December, and results expected in early February;
 - (ii) The process for considering students for AHRC BGP studentships would run in tandem with consideration of WPRS awards, noting that the AHRC awards would be matched to subject areas rather than departments.

9/08-09 Consultation on Review of University Regulations and Implementation of New Immigration Requirements for Overseas Students

RECEIVED:

A report from the Senior Assistant Registrar (Deputy Registrar's Office) and the Senior International Student Adviser on the review of University Regulations and the implementation of new immigration requirements for overseas students (Paper BFA3/08-09).

RESOLVED:

- (a) That feedback on the review of University Regulations should be forwarded to the Senior Assistant Registrar (Deputy Registrar's Office);
- (b) That it be noted that there was concern from some departments as to whether it should be the role of academic departments to monitor the movements of their students, and whether this would create a tension in the relationship between student and department;
- (c) That issues surrounding the review of University Regulations and the implementation of new immigration requirements for overseas students be discussed again at the next meeting of the Faculty Board;

- (d) That guidance be sought on whether the Faculty was being requested to endeavour to present consistent practices for the monitoring of student attendance and participation.

10/08-09

New Honours Degree Classification Convention and Marking Scale for Undergraduate Modules (Minute BFA 46/07-08 refers)

(a) REPORTED:

- (i) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008 recommended (to the Senate) that:
- (A) The University introduce a unified convention for the classification of all Honours degrees, set out in Annex B of paper AQSC 60/ 08(revised 2), with effect for students first registering in Autumn 2008. (Minute AQSC. 119(x)/07-08 refers);
 - (B) The University introduce a new marking scale, based on 17 grade points, set out in Annex A of paper AQSC 60/07-08 (revised 2), on undergraduate modules from Autumn 2008 (initially on first-year modules from 2008-09 onwards, on second year modules from 2009-10 onwards and so on), except on numeric-based assessments where the full range of percentage marks from 0 to 100 is used, e.g. many assessments in the Faculty of Science; some language assessments. (Minute AQSC. 119(ix)/07-08 refers)
- (ii) That the Senate, at its meeting on 2 July 2008, resolved that
- (A) The points of benefit and concern raised by members of the Senate at the meeting regarding the implementation be noted and that, where possible, they be taken into account when introducing the new conventions; (Minute S.93(a)/07-08 refers)
 - (B) The University adopt a unified convention for the classification of all Honours degrees with the introduction of a new marking scale based on 17 points for any assessments which are not marked on the full range of percentage points for all undergraduate modules taken by students first registering in October 2008. (Minute S.93(a)/07-08 refers).

(b) Special Conventions, Use of Vivas and Criteria used in Borderline Cases

(i) REPORTED:

That, at its meeting on 15th October 2008, the Undergraduate Studies Committee of the Board of the Faculty of Arts considered information on special conventions, criteria used in borderline cases and the use of vivas across the Faculty, and resolved:

- (A) That the information on proposed special conventions outlined in Paper AUSEC.14/08-09(revised) be recommended for approval to the Board of the Faculty of Arts, following the addition of information outstanding from some departments;
- (B) That the information on the use of vivas outlined in Paper AUSEC.14/08-09(revised) be recommended for approval to

the Board of the Faculty of Arts, following the addition of information outstanding from some departments, noting that the Committee recommended that vivas should remain an option for all departments to use at their discretion;

- (C) That the criteria used for borderline cases in departments in the Faculty of Arts be noted and communicated to Academic Quality and Standards Committee, following the addition of information outstanding from some departments;
- (D) That it be noted that clearer guidelines on the new degree classification conventions were needed for proper discussion and consideration of the criteria for the consideration of borderline cases and special conventions to take place, particularly with regard to the treatment of fail marks and first class degree classifications;
- (E) That a member of the Teaching Quality team be invited to attend future discussions on degree classification conventions to provide clarification on these issues.

(ii) Summary Documents

- (A) Criteria used by final-year exam boards in considering borderline cases

RECEIVED:

A document summarising departmental criteria when considering borderline performance, which will be published by the Teaching Quality team (Paper BFA4/08-09);

- (B) Special conventions

CONSIDERED:

A document summarising special conventions for undergraduate degrees in the Faculty of Arts, which will be considered by the University's Academic Quality and Standards Committee (Paper BFA5/08-09);

- (C) Use of vivas

CONSIDERED:

A document summarising departmental use of vivas, which will be considered by the University's Academic Quality and Standards Committee (Paper BFA6/08-09);

RESOLVED:

- (D) That the Chair contact Heads of Department in the Faculty to request detailed statements on the criteria used by final-year exam boards in considering borderline cases, special conventions for undergraduate degrees, and use of vivas;
- (E) That discussions would be held with Heads of Department ahead of the next meeting of the Faculty Board to put together a coherent Faculty submission to the Academic Quality and Standards Committee on these areas, with the aim of consistency across the Faculty where possible.

11/08-09 First Year Board of Examiners

RECEIVED:

An oral report from the Chair of the First Year Board of Examiners on issues raised at its meeting on 18th September 2008, noting that some issues of parity had arisen regarding the treatment of candidates with narrow fail marks across the Faculty and between Faculties, and on which further clarification and discussion would be sought.

12/08-09 Module Approval Process

TO CONSIDER:

A proposal from the Head of Governance Support Services to amend the module approval process (Paper AGSC.15/08-09), noting the following comments from the Graduate Studies Committee of the Board of the Faculty of Arts:

- (a) That proposals be submitted no later than 4 weeks in advance of the meeting at which they are to be approved rather than no later than 3 weeks, to give the reviewers sufficient time to consider the proposals;
- (b) That the words “together with a list of already approved core and option modules” be removed from step 6 of the process proposal;
- (c) That the deadline of August 15th for the submission of new or significantly revised postgraduate modules for introduction in the Autumn Term be brought forward to the end of term 3, and that the deadline for the submission of postgraduate modules with minor revisions for introduction in the Autumn Term be July 31st.

RESOLVED:

That the feedback of the Graduate Studies Committee be communicated to the Head of Governance Support Services, and that the comments of the Undergraduate Studies Committee would be considered by the Faculty Board at its next meeting.

13/08-09 Learning, Teaching and Assessment Enhancement Strategy

REPORTED:

- (a) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008 recommended (to the Senate) that the proposed Learning, Teaching and Assessment Enhancement Strategy be approved as set out in paper AQSC.6/07-08 (revised 5) (Minutes AQSC.101(a)/07-08 and AQSC.119(b)/07-08 refers);
- (b) That at its meeting on 2 July 2008, Senate resolved that the Learning and Teaching Strategy as set out in S.51/07-08 {Part 1} be approved. (Minute S.93(b)/07-08 refers).

- 14/08-09 Credit and Module Framework (Minutes AQSC.75(d)/07-08 and AQSC.119(c)/07-08 refer)
- REPORTED:
- (a) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008 recommended (to the Senate) that the proposed revisions to the University's Credit and Module framework be approved as set out in paper AQSC 35/07-08 (revised 3). (Minutes AQSC.75(d)/07-08 and AQSC.119(c)/07-08 refer);
 - (b) That at its meeting on 2 July 2008, Senate resolved that the proposed revisions to the University's Credit and Module Framework as set out in S.51/07-08 {Part 1} be approved (Minute S.93(d)/07-08 refers).
- 15/08-09 Strategic Departmental Review
- RECEIVED:
- The schedule for forthcoming Strategic Departmental Reviews (Paper BFA7/08-09).
- RESOLVED:
- (a) That clarification be sought on whether the School of Theatre, Performance and Cultural Policy Studies would be reviewed in academic year 2011-12 or 2012-13;
 - (b) That it be proposed to the Deputy Registrar's Office that, following their review in the current academic year, the Department of History of Art be next reviewed in 2012-13.
- 16/08-09 Advisory Board to the Faculty of Arts
- RECEIVED:
- An oral report from the Chair on the meeting of the Advisory Board of the Faculty of Arts held on 22nd October 2008, noting that preliminary discussions had been held on some potential areas for research focus in the Faculty which would aim to increase external engagement with the Faculty's activities.
- 17/08-09 Report from the Undergraduate Studies Committee
- RECEIVED:
- The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 15th October 2008 (Paper BFA8/08-09).
- 18/08-09 Report from the Graduate Studies Committee
- RECEIVED:
- The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 21st October 2008 (Paper BFA9/08-09), noting that:

- (a) All departments should have received copies of the new MA Research Skills training programme leaflet;
- (b) A new Faculty Skills Handbook for Research Students had been included in the induction packs for new research students, and that supervisors should expect to be approached by students regarding skills training.

19/08-09 Student Representatives' Issues

REPORTED:

That the Undergraduate student representative was unable to attend the meeting.

20/08-09 Items for Discussion at Senate

RESOLVED:

That there were no items for discussion at the next meeting of the Senate.

21/08-09 Dates of 2008-09 Committee Meetings

REPORTED:

That the remaining dates of the Board's meetings for the academic year 2008-09 are as follows:

Wednesday 11th February 2009, 1.30pm
Wednesday 27th May 2009, 1.30pm

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

For the meeting of 11th February 2009:
Wednesday 28th January 2009

For the meeting of 27th May 2009:
Wednesday 13th May 2009