

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 28th May 2008.

Present: Professor A Caesar (in the Chair), Mr J Arroyo, Professor R Burns, Dr C Britzolakis, Professor S Bruzzi, Professor J Davis, Dr R Dias, Professor T Docherty, Professor M Finn, Dr G Frith, Dr S Gilson, Professor N Hewlett (for Professor S Hand), Dr E John, Professor J Labbe, Dr D Lines, Dr L Long, Professor P Marshall, Professor K O'Brien, Professor L Paterson, Professor A Reeve, Professor M Rosenthal, Dr H Schmitz, Mr E Stewart, Professor LM Whitby, Dr T White

In Attendance: Mrs C Edgar, Dr J Moss (for items 46-47/07-08), Mrs J Shaw

Apologies: Professor P Abrahams, Dr J Ahearne, Dr R Earle, Professor D Morley, Dr G Thomson, Dr C Whitehead, Professor S Bassnett

41/07-08 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 13th February 2008 be approved.

42/07-08 Matters Arising on the Minutes

- (a) Proposal for the Department of French Studies to Move to an 8-unit Classification of Degree (Minutes AUSC.24/07-08, BFA.25/07-08, BUGS.23/07-08 and AQSC.90(b)/07-08 refer)

REPORTED:

- (i) That the Board of Undergraduate Studies, at its meeting on 20 February 2008, considered the proposal and resolved that it be recommended for approval to the Academic Quality and Standards Committee;
- (ii) That the Academic Quality and Standards Committee, at its meeting on 27 February 2008, considered the proposal and resolved that the proposals from the Department of French Studies to restructure the final year of the BA French Studies course, with consequential effects on the degree classification convention be approved, it being noted that the change would not affect students already enrolled on the Honours portion of the course.
- (b) Annual Course Review Summary Reports (Minutes AUSC.28/07-08, AGSC.30/07-08, BFA.33/07-08 and AQSC.85/07-08 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 27 February 2008, considered the 2006/07 summary reports on the Annual Course Reviews for Undergraduate Courses, Postgraduate taught courses and Postgraduate research courses in the Faculty of Arts and resolved:

- (i) That the 2006/07 summary report on the Annual Course Reviews for Undergraduate Courses, Postgraduate taught courses and Postgraduate research courses in the Faculty of Arts be approved;
- (ii) That the Committee review the current mechanisms for compiling and considering Annual Course Review reports, and the Faculty-level composite and summary reports, noting the importance of the process in assuring the quality and standards of the University's courses, and the role consideration of the reports plays in disseminating good practice and innovation in teaching and learning across departments;
- (iii) That to this end the Committee consider a discussion paper concerning possible revisions to the Annual Course Review process at its next meeting.

43/07-08

Chair's Business

(a) Environment

REPORTED:

That the Pro-Vice-Chancellor (Campus and Community) and Chair of the Environment and Amenities Committee had requested that a standing item on the environment should be incorporated into Faculty Board Agendae (Paper BFA10/07-08).

RESOLVED:

- (i) That suggestions from the Board concerning radiator controls in the Humanities Building and the need for more covered cycle areas be communicated to the Environment and Amenities Committee;
- (ii) That the Secretariat would conduct a survey ahead of the next academic year to ascertain whether some Board members would prefer to receive Board agendae and papers via electronic circulation only.

(b) Faculty Accommodation (Minute BFA22(d)/07-08 refers)

RECEIVED:

An oral report from the Chair on:

- (i) The establishment of a Capital Development Progress Group for the Faculty to discuss its future space and accommodation needs, noting that Professor S Bruzzi was chair of this group;
- (ii) The discussion with the Director of Estates on future space and accommodation needs at the Faculty Lunch on 7th May 2008, noting that an architect would be visiting the Humanities Building over the summer vacation to look at options for potential improvements to the building.

(c) Fees Working Group

REPORTED:

- (i) That members of the Fees Working Group had met with Student Recruitment and Marketing Strategy to discuss the promotion of the Faculty's postgraduate courses;
- (ii) That some promotional activities had already taken place within the Faculty, and that ideas for contacting recent alumni would be discussed with the Development and Alumni Relations Office;
- (iii) That the next Postgraduate Open Day would take place on 19 November 2008.

44/07-08 Course Proposals

REPORTED:

(a) Centre for Translation and Comparative Cultural Studies

That the Board of Graduate Studies, at its meeting on 21 February 2008, considered the proposal for a new course 'MA in Comparative Cultural and Media Studies' for introduction in October 2008 (Papers AGSC.13-15/07-08) and resolved that the proposal, as set out in papers AGSC.13-15/07-08, be approved subject to amendments, noting that these amendments were subsequently made (in Paper AGSC.15/07-08 (revised));

(b) Departments of History of Art and Italian

That the Undergraduate Studies Committee, at its meeting on 7th May 2008 resolved that the 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 be recommended for approval to the Board of Undergraduate Studies.

45/07-08 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;
- (b) The University's AHRC Block Grant bid.

46/07-08 Assessment Conventions Working Group

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 27 February, considered:

- (a) Oral reports from the Chair and members of the Committee on the pilot phase of the proposed new marking scale for undergraduate modules, noting that early experiences in the pilot were broadly positive across a range of departments;
- (b) Oral report from the Chair on a modelling exercise carried out on the results of final-year undergraduate students who were considered at Boards of

Examiners in summer 2007, noting that the findings were largely as expected.

And resolved:

- (c) That further consideration be given to the number of points on the proposed new marking scale for undergraduate modules, in particular the number of points in the fail range, with a view to bringing proposals, to be accompanied by a graph to illustrate the equivalences, to the Committee in the summer term;
- (d) That further consideration be given to the descriptors attached to grades and points on the proposed new scale, with a view to bringing proposals forward to the Committee in the summer term;
- (e) That, should the proposed new module scale be adopted, communication with students and training for staff will be of vital importance.

RECEIVED:

An oral report from the Chair of the Undergraduate Studies Committee on the discussion of the final proposals from the Assessment Conventions Working Group (Paper AQSC.60/07-08) at the meeting of the Undergraduate Studies Committee on 7th May 2008.

CONSIDERED:

Final proposals from the Assessment Conventions Working Group of the Academic Quality and Standards Committee for changes to marking conventions and conventions for classifying Honours degrees (Paper AQSC.60/07-08).

RESOLVED:

That it be noted that:

- (f) Feedback on the 17 point marking scale from pilot departments in the Faculty was on the whole positive;
- (g) The pilot had highlighted some pragmatic problems with the scale, such as in the differentiation between fail marks and the adjudication of marks, some of which had been addressed in the final proposals from the Assessment Conventions Working Group;
- (h) Some departments would find it useful to be able to see detailed results from the modelling of data on the new classification scheme, and also to model results based on their own departments;
- (i) Some departments suggested that preponderance should be reintroduced to the proposals;
- (j) Since it will not be possible to review the results of the pilot for some departments until after the end of the academic year, some departments felt it was too early to introduce the new marking conventions and conventions for classifying Honours degrees in 2008/09.

47/07-08

QAA Institutional Audit

CONSIDERED:

A draft of key sections of the University's Institutional Briefing Paper, prepared by Professor K O'Brien (Senior Academic Coordinator for Audit and Enhancement) and Dr J Moss (Senior Assistant Registrar {Teaching Quality}), as part of preparations for the QAA Institutional Audit taking place during the Autumn Term 2008, noting

that the completed document must be with QAA by 1 September 2008 (Paper BFA11/07-08).

RESOLVED:

That any comments on the draft of key sections of the University's Institutional Briefing Paper (Paper BFA11/07-08) should be conveyed to Professor K O'Brien or Dr J Moss.

48/07-08 Student Surveys (Minutes AQSC.60/07-08 and BGS.45(d)/07-08 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 1 February 2008, reported:

- (a) That the results for the Academic Satisfaction Review 2007 would be circulated to departments shortly;
- (b) That the Board of Graduate Studies at its meeting on 17 January 2008 considered participation in the Higher Education Academy's Postgraduate Research Survey Experience this academic year and recommended that the University use the Postgraduate Research Survey Experience instead of the Academic Satisfaction Review to gather feedback from postgraduate research students this academic year, noting that further thought needed to be given to mechanisms for surveying taught postgraduate students;
- (c) That a proposed review of the mechanisms for collecting and evaluating feedback from undergraduate and postgraduate students is under discussion and that the Senior Assistant Registrar (Teaching Quality) will report to the next meeting of the Committee.

And considered:

A proposal to conduct the Academic Satisfaction Review later in the spring term for first and second year undergraduate students and postgraduate taught students, noting that final year undergraduate students have been encouraged to participate in the National Student Survey 2008;

And resolved:

That the Academic Satisfaction Review be conducted later in the spring term for first and second year undergraduate students and postgraduate taught students, noting that final year undergraduate students have been encouraged to participate in the National Student Survey 2008 and that postgraduate research students will be invited to participate in the Higher Education Academy's Postgraduate Research Experience Survey (Paper BFA12/07-08).

49/07-08 Modern Languages Committee

RECEIVED:

The annual report of the Modern Languages Committee for 2007/08 (Paper BFA13/07-08).

50/07-08 Strategic Departmental Reviews

RECEIVED:

A paper outlining the schedule of Strategic Departmental Reviews due to take place within the Faculty of Arts in academic year 2008/09 (Paper BFA14/07-08).

CONSIDERED:

The provisional lists of courses to be covered in the Strategic Departmental Reviews of the Departments of French, German, Italian and History of Art outlined in Paper BFA14/07-08.

RESOLVED:

That the amendments to the provisional lists of courses outlined orally at the meeting be communicated to the Deputy Registrar's Office.

51/07-08 Advisory Board to the Faculty of Arts

RECEIVED:

The minutes of the meeting of the Advisory Board of the Faculty of Arts held on Wednesday 5th March 2008 (Paper BFA15/07-08).

52/07-08 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on Wednesday 7th May 2008 (Paper BFA16/07-08).

53/07-08 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on Tuesday 13th May 2008 (Paper BFA17/07-08).

54/07-08 Student Representatives' Issues

REPORTED:

That there were no student representatives present at the meeting.

55/07-08 Elections

(a) Election of the Chair of the Faculty Board

REPORTED:

That the Chair had written to members of the Board regarding the appointment of a new Chair of the Faculty Board for the 2008/09 academic year, noting that a significant amount of support for the nomination of Professor S Bruzzi had been received.

RESOLVED:

- (i) That the nomination of Professor S Bruzzi to serve as Chair of the Faculty Board for 2008/09 be approved;
- (ii) That the thanks of the Faculty to Professor A Caesar for her exemplary service as Chair be noted.

(b) Elections to Board of the Faculty of Arts and its Sub-Committees

RESOLVED:

That the nominations to the Board of the Faculty of Arts and its Sub-Committees for the academic year 2008/09 (Paper BFA18/07-08) be approved, noting that any vacant posts would be approved by Chair's Action following the meeting.

(c) Election of Board Members to the Senate

REPORTED:

- (i) That there are two vacancies for members of the Board of the Faculty of Arts to represent the Board on the Senate for the period from 1 August 2008 to 31 July 2011 arising from (and subject to) the appointment of Professor S Bruzzi as Chair of the Faculty Board, and the end of the term of office of Professor M Finn.
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Arts are as follows:

Dr L Campbell (2009)	History of Art
Professor J Davis (2010)	Theatre, Performance and Cultural Policy Studies
Professor T Docherty (2010)	English and Comparative Literary Studies
Professor R Burns (2010)	German Studies

CONSIDERED:

In accordance with University Regulation 2.2 on Annual Elections, the election of two members of the Senate from the membership of the Board of the Faculty of Arts for 2008/09 to serve for the period from 1 August 2008 to 31 July 2011, noting that four of the six representatives appointed by the Board must be Professor and Heads of Departments.

RESOLVED:

That the nominations of Professor Margot Finn and Professor Nick Hewlett to represent the Board on the Senate be approved.

(d) Elections to University Committees

RESOLVED:

That the nominations from the Faculty to serve on University Committees for the academic year 2008-2009 (Paper BFA19/07-08) be approved, noting that any vacant posts would be approved by Chair's Action following the meeting.

56/07-08 Constitution of the Graduate Studies Committee of the Faculty

RESOLVED:

That the request from the Head of the School of Theatre, Performance and Cultural Policy Studies for a second departmental representative to sit on the Graduate Studies Committee be approved, noting that one member would represent Theatre and Performance, and the other would represent Cultural Policy Studies.

57/07-08 Constitution of the Centre for Translation and Comparative Cultural Studies

RESOLVED:

That the proposed revised constitution for the Centre for Translation and Comparative Cultural Studies (Paper BFA20/07-08) be approved subject to the removal of the term 'world literature' from the aims of the Centre.

58/07-08 Directors of Research Centres

RESOLVED:

That the nominations to directorships of Research Centres (Paper BFA21/07-08) be approved.

59/07-08 Items for Discussion at Senate

RESOLVED:

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