

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

There will be a meeting of the Board of the Faculty of Arts on Tuesday 13 February 2018 at 10.30am in room CMR 1.0, first floor, University House.

R Sandby-Thomas  
Registrar

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretariat via [artsfacultyboard@warwick.ac.uk](mailto:artsfacultyboard@warwick.ac.uk).

Committee papers can be accessed at  
<https://files.warwick.ac.uk/boardofarts/browse/BFA/2017-18/2018-02-13>

*Note: Restricted business (denoted by an asterisk {\*}) is confidential to members and attendees of BFA*

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### **MATTERS FOR CONSIDERATION BY THE BOARD**

#### ***2<sup>nd</sup> CIRCULATION***

***All papers that have been circulated as part of this 2<sup>nd</sup> circulation are highlighted in italic bold***

1. **Conflicts of Interest**

TO REPORT:

That, should any members or attendees of the Board 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/>.

2. **Minutes**

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Arts held on 14 November 2017 (available online).

3. **Matters Arising on the Minutes**

(a) **Terms of Reference** (minute 2/17-18 refers)

TO REPORT:

- (i) That the comparison exercise that was considered at the last meeting regarding the proposed harmonised Terms of References of the Faculty Boards with the Board's Terms of Reference prior to the Academic Governance Review (paper BFA.01/17-18 refers) that was recommended to the Senate for approval by the Board at the last meeting was not submitted to the Senate for consideration.

- (ii) That the delay in this being considered by the Senate was as a result of the proposed merger of the Faculties of Science and Medicine (agendum item 8).
  - (iii) That this will be revisited when a decision is made by the Senate regarding the proposed merger of the Faculties of Science and Medicine was made.
- (b) Membership (minute 3/17-18 refers)

TO REPORT:

- (i) That Dr Helen Wheatley had been appointed as the Deputy Chair of the Faculty of Arts with immediate effect.
- (ii) That Dr Sarah Richardson had been appointed as the Chair of the Arts Education Committee and would Chair the Committee from Term 3 of 2017-18.
- (iii) That Dr Jenny Burns had been appointed as the Director of the Centre for Arts Doctoral Research Excellence (CADRE) from Term 3 of 2017-18.
- (iv) That both Dr Jenny Burns and Dr Oliver Davis had been appointed as Deputy Chairs of the Arts Education Committee.

4. Chair's Business

- (a) Faculty Directors of Student Experience
- (b) Faculty Wellbeing Adviser
- (c) Student Engagement Co-ordinators

TO REPORT:

- (i) That the role for the Faculty of Arts is being advertised on insite: <https://warwick.ac.uk/services/aro/dar/quality/categories/feedback/studentengagementcoordinators>
  - (ii) That the closing date for expressions of interest is 19 February 2018 and should be sent to [sleec@warwick.ac.uk](mailto:sleec@warwick.ac.uk).
- (d) Faculty of Arts Lunches
  - (e) NSS Launch 2018
  - (f) Warwick Awards for Teaching Excellence

TO REPORT:

- (i) That nominations are now open for Warwick Awards for Teaching Excellence for staff (WATE) and postgraduate research students (WATE PGR), noting a deadline for nominations by students and staff of 28 February 2018;
- (ii) That full details are available online from <http://warwick.ac.uk/wate>.

5. Humanities Building

TO RECEIVE:

An oral report from the Chair and the Director of Administration on the progress of the new Humanities Building project.

6. Reports from the Chairs of Faculty Sub-Committees

TO RECEIVE:

Oral reports from the Chairs of the following Faculty Committees:

- (a) Arts Education Committee (AEC);
- (b) Arts Faculty Research and Impact Committee (AFRIC).

7. Proposal for the Faculties of Medicine and Science to Merge

TO CONSIDER:

A proposal from the Acting Academic Registrar regarding the Faculty of Medicine and the Faculty of Science to merge with effect from the academic year 2018-19, as set out in paper BFA.08/17-18 ([available online](#)).

8. Review of Personal Tutoring

TO CONSIDER:

- (a) The Cover Sheet and Executive Summary report of the review group outlining the recommendations of the review group (BFA.09a/17-18, [available online](#)), noting that this was considered and approved by the Arts Education Committee at its meeting held on 31 January 2018, subject to the comments made by the Committee being taken into consideration.
- (b) The Full Report can be found below the line ([agendum 16, BFA.09b/17-18, available online](#)).

9. **Warwick in Europe**

**TO RECEIVE:**

***Further to the presentation received at the Heads of Departments' Forum on 10 January 2018, an oral report from Professor Seán Hand (Deputy Pro-Vice-Chancellor (Europe)), Nikki Muckle (Director of European Strategy) and Mike Haymes (Partnership Manager), together with a paper (paper BFA.15/17-18, 2<sup>nd</sup> circulation, [available online](#)).***

10. Triennial Review of Faculty Research Centres

TO RECEIVE:

Papers setting out details for the review of the following University Research Centres relevant to the Faculty of Arts:

- (a) Centre for the History of Medicine, Category II;

- (b) Centre for Television History, Heritage and Memory Research, Category II
- (c) Eighteenth Century Centre, Category III, noting that this change includes a proposal to rename the Centre as the Early Modern and Eighteenth Century Centre.

TO CONSIDER:

Evidence, as set out in papers BFA.10/17-18, that the aforementioned Research Centres provide added value, contribute to the University Strategy and are sustainable in the long term.

11. New University Departmental Research Centres

TO CONSIDER:

- (a) A proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established as set out in paper BFA.11/17-18 ([available online](#)).
- (b) A proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established as set out in paper BFA.12/17-18 ([available online](#)).

12. **PGR Annual Course Review Reports 2016-17**

**TO REPORT:**

- (a) ***That Annual Course Review reports have been received from the following Departments and Centres:***
  - (i) ***Department of Classics and Ancient History (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, **to follow**);***
  - (ii) ***Centre for Cultural Policy Studies (paper BFA.16b/17-18, 2<sup>nd</sup> circulation, available online);***
  - (iii) ***Centre for the Study of the Renaissance (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***
  - (iv) ***Department of English and Comparative Literary Studies (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***
  - (v) ***Department of Film and Television Studies (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***
  - (vi) ***School of Modern Languages and Cultures (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***
  - (vii) ***Department of History (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***
  - (viii) ***Department of History of Art (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***

(ix) ***Department of Philosophy (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online);***

(x) ***School of Theatre & Performance Studies (paper BFA.16a/17-18, 2<sup>nd</sup> circulation, available online).***

**TO CONSIDER:**

(b) ***A composite Annual Course Review report for postgraduate research courses from across the Faculty of Arts (paper BFA.16/17-18, 2<sup>nd</sup> circulation, available online).***

13. University Anti-Bribery Policy

TO REPORT:

- (a) That the University has launched an Anti-Bribery Essentials e-learning module, available to all members of staff involved in high risk activities, including for example Boards of Examiners, noting that additional information is available online at: <https://warwick.ac.uk/services/gov/university-policies/antibribery/background/>
- (b) That Heads of Departments should encourage colleagues to complete this module.

14. Any Other Business

15. Next Meeting

TO REPORT:

That the next meeting of the Board will take place on Wednesday 30 May 2018, 12-2pm, room CMR 1.0, first floor, University House and will include a working lunch:

- (i) Deadline for notification of intention to submit a paper: 12 noon, Wednesday 9 May 2018;
- (ii) Deadline for draft papers to be submitted by: 12 noon, Wednesday 16 May 2018;
- (iii) Electronic circulation of papers: Wednesday 23 May 2018.

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## **ITEMS TO RECEIVE FOR INFORMATION ONLY**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board of the Faculty of Arts may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online from the Board's electronic filestore at <https://files.warwick.ac.uk/boardofarts/browse/BFA/2017-18/2018-02-13>

16. **Timeliness of Provision of Feedback to Students on Assessed Work**

TO CONSIDER:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty (paper BFA.07/17-18, [available online](#)).

17. **Full Report Review of Personal Tutoring**

TO CONSIDER:

As outlined in agendum item 8, the Full Report, with the Cover Sheet and Executive summary, are available (paper BFA.9b/17-18, [available online](#)).

18. **Arts Education Committee**

**TO REPORT:**

***That the unconfirmed minutes of the meetings of the Arts Education Committee for the meeting held on 31 January 2018 are available (paper BFA.13/17-18, 2<sup>nd</sup> circulation, [available online](#)).***

19. **Arts Faculty Research and Impact Committee**

TO REPORT:

That the unconfirmed minutes of the meetings of the Arts Faculty Research and Impact Committee for the meeting held on 29 November 2017 are available (paper BFA.14/17-18, [available online](#)).

20. **Partnerships Committee**

TO REPORT:

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

21. **Academic Quality and Standards Committee**

TO REPORT:

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

22. University Education Committee

TO REPORT:

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