

UNIVERSITY OF WARWICK

**Board of the Faculty of Arts**

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 13 February 2013.

Present: Professor S Swain (Chair), Professor C Bates, Dr C Bilton, Dr R Bivens, Professor K Butcher, Dr C Constable, Ms J Cooper,, Professor E Gallafent, Dr J Gilmore, Professor S Gilson, Professor N Holdsworth, Professor T Howard, Mr M Hulse, Professor M Knights, Dr C Jenainati, Dr J Jordan, Dr R Moseley, Professor P Scott, Professor D Smith, Ms Nese Tosun, Dr M Vanhaelen.

Apologies: Dr K Astbury, Dr L Bourdua, Professor R Earle, Dr V Elliott, Dr R Fagge, Dr D Fearn, Professor S Hand, Mr J Handy, Professor M Hatt, Professor N Hewlett, Professor J Labbe, Dr D Lambert, Dr D Lines, Professor M Luddy, Mrs T MacKinnon, Professor A de Menezes, Dr L Perrin, Dr L Polezzi, Professor A Reeve, Dr H Schmitz, Mr E Stewart, Dr T White.

In attendance: Dr L Meadows (Secretary), Dr C Firth, Dr N Lewycky

19/12-13 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 8 November 2012 (Paper BFA.12/12-13) be approved.

20/12-13 Quality Assurance and Enhancement

(a) University Policy on the Timing of the Provision of Feedback to Students on Assessed Work

RECEIVED:

Headline data for the Faculty of Arts on turnaround times, considered by the sub-group (Paper BFA.10/12-13).

REPORTED:

(i) That the University Policy on the Timing of the Provision of Feedback to Students on Assessed Work had been approved at AQSC in December 2012 (AQSC.12/12-13 [revised 2], attached, also available on the TQ website:

<http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/goodpractice/assessment/timeliness>);

(ii) That, as part of the Policy, assessment turnaround times would be monitored by Heads of Department and headline data would be considered by Faculty Board Sub-Committees on a termly basis;

(iii) That the Chair of the Faculty had formed a sub-group to consider the headline data consisting of:

Chair of Faculty, Professor Simon Swain

Chair of the Arts Undergraduate Studies Committee, Dr Cathia Jenainati

Chair of the Arts Graduate Studies Committee, Dr Chris Bilton

Secretary to the Board, Dr Laura Meadows

- (iv) That the sub-group met on Thursday 17 January 2013 to look at headline data from Term 1;
- (v) That the data would be received by the Faculty Board in February 2013 and a collated report from all Faculties would be considered by the AQSC on a termly basis.

(by the Chair)

- (vi) That the Faculty had met the policy with a 96% compliance rate for the Autumn Term;
- (vii) That all staff in the Faculty be thanked for their efforts;

RECOMMENDED:

That the Arts Undergraduate and Postgraduate Representatives feed the positive news back to students through departmental SSLCs.

(b) QAA Institutional Review

RECEIVED:

An update from the Chair on preparations being made for the QAA Review scheduled for the week commencing 25 February 2013.

REPORTED: (by the Chair)

- (i) That the QAA Reviewers would be meeting with Professor Catherine Bates and the Chair alongside other members of staff as part of the Review, in addition to a group meeting with students from across the University;
- (ii) That PGT and PGR levels of study looked likely to be a focus of the Review, particularly collaborative programmes.

(c) Institutional Review of Teaching and Learning: Faculty Engagement

RECEIVED:

A report from the Chair on the progress made on implementing recommendations from the Faculty Engagement held in March 2012 (Paper BFA.13/12-13).

REPORTED: (by the Chair)

- (i) That the Faculty Engagement had been a very positive event as it had offered the Faculty an opportunity to discuss teaching and learning in a strategic way for the first time and this, in turn, had built upon the growing sense of Faculty identity;
- (ii) That interdisciplinary modules had been discussed at AUSC in November and three potential modules had been identified;

- (iii) That potential module-leaders had been offered administrative and financial support from IATL;
- (iv) That a similar conversation would take place at AGSC in the summer;
- (v) That, in addition to IATL-supported interdisciplinary modules, there was already a large number of cross-departmental co-taught modules taking place;

(by the Chair of the Arts Undergraduate Studies Committee)

- (vi) That a separate forum for Teaching Fellows in the Faculty had been discussed and that separating out teaching and research-active staff was not desirable;
- (vii) That, following the Teaching and Learning Showcase on 13 March 2013, more events for all staff with a passion for teaching would be organised at Faculty level;
- (viii) That the Undergraduate Studies Committee had considered the benefit of drafting a Faculty Teaching and Learning Strategy at its meeting in January 2013, and had resolved that it would be a welcome addition in demonstrating the Faculty's commitment to teaching and learning to an external audience;

(by Professor P Scott)

- (ix) That this document could take the University's Teaching and Learning Strategy and show what the Faculty was doing under each heading;

RESOLVED:

That a draft Faculty Teaching and Learning Strategy would be prepared by the Undergraduate and Graduate Studies Committees in the Summer Term, and then at Faculty Board in May 2013, with a view to making it available as a series of interactive and media-rich web pages over the summer.

21/12-13 Future of the Institute of Education

CONSIDERED:

Proposals regarding the future of the Institute of Education (Paper S.15/12-13(revised)).

REPORTED: (by the Chair)

That the paper highlighted a number of research fields in Education which overlapped with expertise in the Faculty, which offered an opportunity for increased collaborative research with the Faculty of Social Science.

22/12-13 Arts Undergraduate Studies Committee

RECEIVED:

- (a) The unconfirmed minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 30 January 2013 (Paper BFA.14/12-13);

- (b) An oral report from the Chair of the Undergraduate Studies Committee of the Faculty.

REPORTED: (by the Chair of the Undergraduate Studies Committee)

- (c) That First Year Board of Examiners (FYBOE) conventions were due to be harmonised so that one set of conventions governed the running of FYBOE across the University;
- (d) That the proposals had not yet been approved, but would likely be approved by BUGS and AQSC this term, with a view to bringing them in from the academic year 2013/14;
- (e) That under the new conventions, departments would need to determine whether modules were 'required' (i.e. the student must pass the module in order to progress) core, or optional core (i.e. the student must study the module, but need not pass it in order to progress);
- (f) That students who had passed all required core modules and had accumulated 80 or more CATS would progress to the second year;
- (g) That it would no longer be a decision of the Board to place a student on a pass degree – the Board would simply look at progression.

RESOLVED:

That the final version of the draft conventions be distributed to members of the Undergraduate Studies Committee for comment.

23/12-13

Arts Graduate Studies Committee

RECEIVED:

- (a) The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 29 January 2013 (Paper BFA.15/12-13);
- (b) An oral report from the Chair of the Graduate Studies Committee of the Faculty.

REPORTED: (by the Chair of the Graduate Studies Committee)

- (c) That further consideration would need to be given to different models for the PhD, given that funding for Master's level study would cease;
- (d) That Theatre Studies had adopted a more 'Americanised' approach to their PhD, which contained taught elements and lasted 4 years;
- (e) That the 3 + 1/1 + 3 model should be as flexible as possible.

RESOLVED:

That if any members of the Board had ideas about taught components of PhDs, they should contact the Chair of AGSC in the first instance.

24/12-13 Faculty of Arts Research Committee

RECEIVED:

The minutes of the meeting of the Faculty of Arts Research Committee meeting held on 28 November 2012 (Paper BFA.16/12-13, attached).

REPORTED: (by the Chair)

- (a) That a University oversight group on Open Access had been formed;
- (b) That the Faculty had hosted a lively meeting on Open Access on 6 February 2013 and that a Faculty position paper (forthcoming) would be considered at the Faculty Research Committee and University Research Committee in the Summer Term;
- (c) That a web page had been created where position papers from members of staff across the Faculty could be shared ([http://www2.warwick.ac.uk/fac/arts/resources/open\\_access/](http://www2.warwick.ac.uk/fac/arts/resources/open_access/))

25/12-13 Student Representatives' Issues

RECEIVED:

An oral report from the Faculty of Arts Postgraduate Student representative.

REPORTED:

- (a) That quiet study space for PhD students (including a lockable facility to leave a few personal belongings) had been reported as an issue at departmental SSLC meetings across the Faculty;
- (b) That improved study space would aid recruitment, as well as contribute to a culture and community for PGR students;
- (c) That the Students' Union were working with the NUS on the issue of Master's level funding.

RESOLVED:

That quiet study space for PhD students be factored into considerations made regarding possible redevelopment of the Humanities Building.

26/12-13 International Office

RECEIVED:

An overview from Mrs Sarah Patrick (Senior Liaison Officer) and Dr William Mitchell (Assistant Director, International Office) of international partnership funds for 2013-14.

REPORTED:

- (a) That the International Office would open a call for bids to their International Partnership Funds at the end of February 2013;

- (b) That it had been recognized that to establish a strategic partnership, funds needed to be made available over a number of years and the flexibility of the schemes and therefore been adjusted to take this into consideration;
- (c) That a Strategy Bites outlining the different funds available to staff would be held on 13 March 2013;
- (d) That, because the presentation would clash with the Faculty's Teaching and Learning Showcase, drop-in sessions would be organised for members of the Faculty to find out more about the money available.

27/12-13 Humanities Academic Technologists

RECEIVED:

An oral update from Ms Amber Thomas (Service Owner: Academic Technology Support) and Mr David Beck (Arts Academic Technologist) on the appointment of two Faculty Academic Technologists, the work they will be doing and the support they can offer.

REPORTED: (by Ms Amber Thomas)

- (a) That David Beck (January 2013) and Steve Ranford (March 2013) had been appointed as Faculty-based Academic Technologists;
- (b) That they, together with Amber Thomas, would offer support to academics in the Faculty in a range of areas including:
  - (i) Impact case studies;
  - (ii) Preparing departmental pages for REF;
  - (iii) Preparing the technical summaries on grant bids;
  - (iv) Put academics in touch with external consultants;
  - (v) Digital humanities;
- (c) That the team would be at its most effective if involved early on in any thinking;

(by the Chair)

- (d) That the team offered a fantastic resource for the Faculty;
- (e) That members of the Board should tell colleagues that the resource is available.

28/12-13 Faculty Logo

RECEIVED:

An oral report from Dr Nadine Lewycky (Faculty Impact Officer) on the new Faculty Logo.

REPORTED: (by Dr Lewycky)

- (a) That, after extensive consultation in the Faculty, a new Faculty logo had been developed and would be distributed to Heads of Department and Departmental Administrators to circulate within departments, to use where appropriate;
- (b) That the logo was intended to make the Faculty more visible both internally and externally;
- (c) That pens, mugs, postcards and bags with the logo on had been ordered and would be distributed to staff and students throughout March 2013

(by the Chair)

- (d) That the development and use of the logo was a sign that the Faculty was becoming more cohesive;
- (e) That raising the visibility of the Faculty's world-class teaching and research profile was of crucial importance.

29/12-13

### Public Engagement

CONSIDERED:

A paper (BFA.17/12-13) from the Faculty Impact Officer proposing a draft Faculty-wide Impact and Public Engagement Strategy.

REPORTED:

- (a) That the University intended to support public engagement in the coming years;
- (b) That there was already a large amount of public engagement activity taking place at departmental level across the Faculty;
- (c) That the aim of a Faculty Strategy would be to encourage collaboration in public engagement and pool resources, which would decrease duplication of effort and mean that public engagement could be more strategically coordinated;
- (d) That the draft offered a proposal for what coordinated public engagement at Faculty level could be and was not intended to be prescriptive;
- (e) That two models existed at other universities, which could be adopted for Warwick's needs:
  - (i) Bristol: [Centre for Public Engagement](#);
  - (ii) Faculty of Arts, Leeds: [Arts Engaged](#)

(by Professor Knights)

- (f) That a public engagement strategy for the Arts, combined with Faculty resources in Communications (Luke Harrison) and IT (the new Faculty Academic technologists) meant that for the first time, the requisite support was available to get things moving;

RESOLVED:

That members of the Board take the draft strategy to departmental meetings for discussion and report any comments/feedback/suggestions to Dr Lewycky by the Easter vacation.

30/12-13

Faculty projects

REPORTED:

(a) Warwick-Monash Alliance projects;

That a draft job description for a 1 year fixed-term FA6 Projects Officer to support three Faculty-based Alliance-funded projects was currently being considered and would be advertised in the Spring;

(b) Teaching and Learning Showcase

That a Faculty-wide [Teaching and Learning Showcase](#) would be held on 13 March 2013 in Scarman House (Noon-3.30pm) and would give the opportunity for several new members of staff to share their teaching practices;

(c) Research Away Day

That a Faculty-wide Research Away Day would take place on 20 May 2013 in place of the Faculty Lunch, noting that more information would be forthcoming.

(d) Humanities Building feasibility study;

(i) That that the feasibility study was progressing well and the architects had met with all Heads of Department in the Faculty to discuss projected expansion over the next decade;

(ii) That the study would focus on three solutions: major refurbishment of the existing building, major redevelopment of the existing building and a new building;

(ii) That the architects would be taken to see the Zeeman building on 14 February 2013, to get a sense of how their spaces work for them;

(iii) That the architects planned to have initial plans sketched out by the end of February and that these would be circulated to Heads of Department.

(e) Establishing a Centre for Medical Humanities

(i) That early conversations had taken place between members of the Faculty and academics from WMS and Social Science about building on existing collaborations and expertise across the University to establish an interdisciplinary Centre for Medical Humanities, which would sit within the Arts Faculty;

(ii) That there was a strong intellectual appetite for such a development from across the University and an IAS Speculative Lunch would be held on 22 April 2013 to talk about potential strands of activity and discuss ways ahead;

- (iii) That high-level discussions with the Wellcome Trust (to be held over the summer vacation) were being planned, with a view to submitting a bid for funding and capital investment.

## **Part two: items reported without discussion**

### 31/12-13 Course Approval

#### REPORTED:

- (a) That, at its meeting on 30 January 2013, the Arts Undergraduate Studies Committee approved the following courses:
  - (i) A new BA Honours degree in Modern Languages, to commence in October 2013 (papers AUSC.11a-c/12-13);
  - (ii) A new BA Honours degree in in English and Hispanic Studies, to commence in October 2013 (papers AUSC.12a-d/12-13);
  - (iii) A new BA Honours degree in German and Sociology, to commence in October 2013 (paper AUSC.13/12-13);
  - (iv) A new BA Honours degree in German and Theatre Studies, to commence in October 2013 (paper AUSC.14/12-13);
  - (v) A new BA Honours degree in German with Film Studies, to commence in October 2013 (paper AUSC.15/12-13).
  
- (b) That at its meeting on 29 January 2013, the Arts Graduate Studies Committee approved the following courses:
  - (i) A new MA for Research in Italian Studies (paper AGSC 29.12-13);
  - (ii) A new MA for Research in German Studies (paper AGSC 30.12-13);
  - (iii) A new MA for Research in Hispanic Studies (paper AGSC 31.12-13);

### 32/12-13 Dates of 2012/13 Committee Meetings

#### REPORTED:

That the last meeting of the Faculty Board for 2012/13 will take place on 20 May 2013, 2-4pm, in R0.3/4 in the Ramphal Building (**please note change of venue**).