

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 30<sup>th</sup> May 2007.

Present: Professor A Caesar (in the Chair), Dr J Ahearne, Dr S Allan, Dr E Barry, Professor S Bruzzi, Professor J Davis, Professor T Docherty, Professor M Finn, Dr J Gilmore, Dr E John, Professor J Labbe, Professor M Luddy, Professor P Marshall, Mr D Morley, Professor K O'Brien, Dr L Polezzi, Professor P Smith, Professor C Sparrow, Professor S Swain, Dr G Thomson, Professor LM Whitby.

In Attendance: Mrs C Edgar, Dr H Kinnear, Mrs J Shaw, Mr D Wallis (for item 48/06-07).

Apologies: Dr K Astbury, Professor S Bassnett, Professor E Carter, Dr E Clarke, Dr R Dias, Dr R Earle, Dr E Gallafent, Dr A Gerritsen, Dr S Gilson, Professor S Hand, Dr Z Newby.

### 44/06-07 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on Wednesday 14<sup>th</sup> February 2007.

RESOLVED:

That the minutes be approved.

### 45/06-07 Matters Arising on the Minutes

- (a) Course and Module Approval Process (minutes AQSC 31/06-07, BFA 3/06-07, BFA39/06-07, AUASC 20/06-07 and AQSC 60/06-07 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 28 February 2007 considered:

- (i) The report of two meetings of Chairs of Faculty Undergraduate Committees/Sub-Faculty and Faculty Graduate Study Committees held to discuss course and module approval mechanisms, (Paper AQSC 29/06-07).

And resolved:

- (ii) That the proposals to amend course and module approval processes be progressed as set out in paper AQSC 29/06-07, noting in particular that different methods of organising Committee business were being trialled across the Faculties within the framework approved by the Academic Quality and Standards Committee;
- (iii) That Faculty Board members and secretariats be given guidance on their roles in arranging Committee/Sub-Faculty business and considering course and module proposals.

- (b) Annual Course Review and SSLC Reports (Minutes AQSC 23/06-07(d), AUSC 19/06-07, BUGS 20/06-07, BFA 27/06-07 and AQSC 63/06-07 refer)

REPORTED:

- (i) That the Academic Quality and Standards Committee, at its meeting on 28<sup>th</sup> February 2007, considered the Faculty of Arts Annual Course Review Reports and resolved that the following reports be approved:
- (A) Undergraduate courses in the Faculty of Arts (Paper AUSC 15/06-07(revised));
  - (B) Taught Postgraduate courses in the Faculty of Arts (Paper AGSC 16/06-07(revised));
  - (C) Research Postgraduate courses in the Faculty of Arts (Paper AGSC 17/06-07(revised)).
- (ii) (A) That the Board of Undergraduate Studies, at its meeting on 21<sup>st</sup> February 2007, considered the Undergraduate Annual Report from the SSLC Coordinators for 2005-06 (Paper AQSC 30/06-07) and recommended that the Academic Quality and Standards Committee draw to the attention of the Campus Life Committee the comments in the Annual Report concerning the provision of departmental common rooms, and recommend to the Campus Life Committee that it investigate the extent to which departments have appointed a senior tutor to oversee personal tutoring arrangements.
- (B) That the Academic Quality and Standards Committee, at its meeting on 28<sup>th</sup> February, resolved that the Secretariat consult with the Senior Tutor to establish whether all departments have appointed a senior tutor or have made alternative suitable arrangements to oversee the personal tutoring system.

And recommended (to the Space Management Committee):

That the Committee consider the comments in the Undergraduate Annual Report from the SSLC Coordinators for 2005/06 concerning the provision of departmental common rooms.

- (iii) That the Board of Graduate Studies, at its meeting on 28<sup>th</sup> February 2007, considered the format of the Annual Course Review Reports and resolved that the Chair investigate whether it would be possible for the format of the Annual Course Review Reports to be changed, noting that it would be more helpful if the reports just highlighted problems and potential solutions.

RESOLVED:

That it be noted that all departments in the Faculty of Arts have Senior Tutors.

- (c) Award of Merit and Starred Distinction on taught Masters courses (Minutes AGSC5(a)/06-07, AGSC15/06-07, BFA13/06-07, BGS34/06-07, BGS54/06-07, BGS71(b)/05-06 and BGS 63/06-07 refer)

REPORTED:

That the Board of Graduate Studies at its meeting on 22 February 2007 considered whether to award merit on taught Masters programmes and resolved:

- (i) That the Board did not support the adoption at University level of merit awards on taught Masters programmes but endorsed current departmental discretion to award informal merits, subject to departments having adopted specific criteria for such awards;
- (ii) That the Secretary conduct a survey of departmental practices in relation to informal merit awards, including information on the criteria currently used by departments;
- (iii) That the Secretary investigate whether (and how) an informal merit appears on a student's transcript.

- (d) Policy on use of Postgraduate Students for Teaching (Minutes BGS 11/06-07, AQSC 32/06-07, BFA 34/06-07 and AQSC 60d/06-07 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 28 February 2007, had considered:

A response from the Board of the Faculty of Arts (Paper AQSC 73/06-07) alongside oral reports from the Chairs of the Faculty Boards on the draft guidelines for the use of postgraduate students for teaching (Paper BGS 6/06-07(revised)).

And resolved:

That the guidelines for the use of postgraduate students for teaching be approved as set out in Paper BGS 6/06-07 (revised2), subject to the amendments and clarifications noted at the meeting.

- (e) Course Proposals

REPORTED:

- (i) That the Chair of the Board of Undergraduate Studies, on behalf of the Board, approved the following revised course proposals subject to clarification of minor points by the department:
  - (A) A proposal from the Department of History of Art for a revised course 'BA in History of Art' for introduction in October 2007 (Paper AUSC16/06-07);
  - (B) A proposal from the Department of History of Art for a revised course 'BA in History of Art and French' for introduction in October 2007 (Paper AUSC17/06-07).

- (ii) That the Board of Graduate Studies, at its meeting on 22 February 2007 approved the proposal for a new course entitled 'Postgraduate Award in Professional Communication Skills' (Paper AGSC 24/06-07), subject to:
  - (A) Clarification of the admissions process and entry requirements, noting that Warwickshire County Council could only nominate applicants as the University would be applying the University's standard entry requirements;
  - (B) Confirmation of whether the 'Postgraduate Award in Professional Communication Skills' should be considered by the Collaborative, Flexible and Distributed Learning Sub-Committee.

(f) Name Changes

REPORTED:

- (i) Centre for Translation and Comparative Cultural Studies (Minutes AGSC 18b/06-07 and BGS 60b/06-07 refer)

That the Chair of the Board of Graduate Studies, acting on behalf of the Committee, had approved the request from the Centre for Translation and Comparative Cultural Studies to change the name of QMP6 (MA/DIP) and QMP7 (Cert) from 'British and Comparative Cultural Studies' to 'Comparative Cultural Studies'.

- (ii) Department of History of Art (Minutes AGSC 18d/06-07 and BGS 60c/06-07 refer)

That the Chair of the Board of Graduate Studies, acting on behalf of the Committee, had approved the request from the Department of the History of Art for a name change of an MA degree specialism from 'Art and Its Spaces' to 'The History and Politics of Display'.

46/06-07 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board, had approved Professor K O'Brien to replace Dr M Kooy on the Graduate Studies Committee for Term 3.

47/06-07 Chair's Business

RECEIVED:

- (a) An update from Professor M Finn on current progress with the establishment of the Institute of Advanced Study.

REPORTED:

- (b) That the Vice Chancellor would be visiting the Faculty to discuss research on 19 June.

- (c) That Professor R Higgott had been appointed as Pro-Vice-Chancellor with responsibility for research in Arts and Social Studies.
- (d) That Miss K Hemmings had been appointed as the Project Support Officer (Arts) in Research Support Services.

48/06-07 Admissions

RECEIVED:

A report from Darren Wallis, Head of Student Admissions and Widening Participation, on admissions and plans to revise next year's processes (Paper BFA12/06-07).

RESOLVED:

That it be noted that proposals to moderate bespoke admissions procedures would be discussed with departments before the next academic year.

49/06-07 Strategic Departmental Reviews

REPORTED:

- (a) That the Strategic Departmental Reviews of the Department of History (including Comparative American Studies), the Department of English and Comparative Literary Studies, the Centre for Translation and Comparative Cultural Studies, and the Department of Film and Television Studies will take place during the Autumn term 2007.
- (b)
  - (i) That the Strategic Departmental Reviews of the Department of History of Art and the School of Theatre, Performance and Cultural Policy Studies will take place during the 2007/08 academic year.
  - (ii) That Heads of Department for these reviews should submit names and biographies of potential review group members for consideration by the Vice-Chancellor to the Secretary to the Board of the Faculty of Arts by the end of the Summer term 2007.

50/06-07 Advisory Board to the Faculty of Arts

REPORTED:

- (a) That the Faculty held a Reception on 22<sup>nd</sup> May 2007 to thank Dr B Woods-Scawen for his support as the Chair of the Advisory Board to the Faculty of Arts, noting that he would be stepping down from this position following his appointment as University Treasurer.
- (b) That Mrs P Egan had been appointed as the new Chair of the Advisory Board.
- (c) That other nominations for members of the Advisory Board were being sought.

- (d) That the date of the next meeting of the Advisory Board to the Faculty of Arts is to be confirmed.

RECEIVED:

The minutes of the meeting of the Advisory Board to the Faculty of Arts held on 27<sup>th</sup> March 2007 (Paper BFA13/06-07).

RESOLVED:

- (e) That it be noted that some departments were interested in using video clips on their websites, and that sources of support to enable this needed to be clarified.
- (f) That suggestions for agenda items for the Faculty Advisory Board should be forwarded to the Chair of the Board of the Faculty of Arts.

51/06-07 Course Proposals

REPORTED:

That the Graduate Studies Committee, at its meeting on 15<sup>th</sup> May 2007 recommended to the Board of Graduate Studies that the following course proposals be approved:

- (a) A proposal from the Department of English and Comparative Literary Studies for an amended course 'MA in English Literature' to run alongside the existing course, for introduction in October 2007 (Paper AGSC 32/06-07);
- (b) A proposal from the Department of Classics and Ancient History for a new stream 'Visual and Material Culture in Ancient Rome' to run alongside the existing Taught MA in 'Visual and Material Culture' for introduction in October 2008 (Paper AGSC 33/06-07 with supporting documents in Paper AGSC 34/06-07), (subject to minor amendments).

52/06-07 Renaming of the Comparative American Studies Degree

REPORTED:

That the Undergraduate Studies Committee, at its meeting on 9<sup>th</sup> May 2007 recommended to the Board of Undergraduate Studies that the proposal that the 'Comparative American Studies' Undergraduate Degree be re-branded as 'History, Literature and Cultures of the Americas' (Paper AUSC 96/06-07) be approved.

53/06-07 Erasmus Mundus Collaborative Course

REPORTED:

- (a) That the Chair of the Academic Quality and Standards Committee approved (subject to minor amendments) the new collaborative course MA in International Performance Research, proposed by the School of Theatre, Performance and Cultural Policy, in collaboration with the Universities of Amsterdam and Tampere.

- (b) That applications have been submitted to the European Commission for Erasmus Mundus support and funding.

54/06-07 Postgraduate Issues (Minutes BFA 32/06-07 and BFA 41b/05-06 refer)

REPORTED:

- (a) That the Board of the Faculty of Arts, at its meeting on 14 February 2007, considered:

Issues raised in the meeting of the Board held on 24 May 2006 in relation to postgraduate programmes, student numbers, English language capability, submission rates, Research Council funding bids and use of awards;

And resolved:

That the postgraduate issues outlined in Minute BFA 41b/05-06 (copy attached) should be referred to the Graduate Studies Committee for consideration.

- (b) That the Graduate Studies Committee considered the issues outlined in Minute 41b/05-06 at its meeting on 15<sup>th</sup> May 2007 and recommended that:
- (i) The Centre for English Language Teacher Education should be asked to consider developing an academic writing programme to support postgraduate overseas students;
  - (ii) The Language Centre should be asked to consider developing academic language programmes to support the needs of postgraduate students;
  - (iii) A needs analysis should be carried out at the point of application to assess the language and training support required by individual postgraduate students;
  - (iv) The idea of a four year PhD structure be explored for students in the Faculty of Arts who need to learn new skills for their PhD;
  - (v) The idea of a four year undergraduate degree leading to a combined BA/MA should be explored for students in the Faculty of Arts, where the fourth year is taught at M level and where any language and/or other skills education necessary for the PhD is attained.

RESOLVED:

That the recommendations of the Graduate Studies Committee be progressed by the Faculty.

55/06-07 Undergraduate Degree Classification Conventions

CONSIDERED:

A paper on Undergraduate Degree Classification Conventions from the Assessment Conventions Working Group (Paper AQSC78/06-07(revised)).

RESOLVED:

- (a) That Heads of Department would discuss the proposed changes with staff in their departments and give feedback to Professor S Swain for discussion at the First Year Board of Examiners meeting on 27 June, after the substantive business of the meeting.
- (b) That it be noted that any feedback sent to Professor L M Whitby ahead of the next meeting of the Academic Quality and Standards Committee on 13 June would be useful.

56/06-07 Restructuring of modules within the Student Records and Exams system

RECEIVED:

A memo from the Planning section of the Academic Office regarding a restructuring of modules within the Student Records and Exams system, in response to the changing format of the HESA Student Records return from 2007/08 onwards (Paper BFA14/06-07).

57/06-07 Academic Satisfaction Review 2006

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 28 February 2007, considered responses to the Academic Satisfaction Review 2006 (available from the Teaching Quality website [www.warwick.ac.uk/go/teaching/asr](http://www.warwick.ac.uk/go/teaching/asr)) and resolved:

- (a) That the Academic Satisfaction Review provided an opportunity to obtain feedback from students that might not be gained in other ways;
- (b) That, given the relatively low response rate, the Committee had some concerns about the robustness of the data;
- (c) That the Students' Union and the University take steps to encourage participation in the Academic Satisfaction Review 2007 and that the Committee's concerns about the robustness of the data produced by previous reviews be discussed with QUAD Research;

And recommended (to the Space Management Committee):

- (d) That the Committee consider the serious concerns raised by a number of departments about the provision of office space for postgraduate students.

58/06-07 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the last meeting of the Undergraduate Studies Committee (Paper BFA 15/06-07).

59/06-07 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the last meeting of the Graduate Studies Committee (Paper BFA 16/06-07).

60/06-07 Student Representatives' Issues

REPORTED:

That the report on the results of the Hidden Course Costs questionnaire would be brought to the Autumn term meeting of the Board.

61/06-07 Elections

CONSIDERED:

- (a) Nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2007-2008 (Paper BFA 17/06-07);
- (b) Elections to University committees (Paper BFA 18/06-07);

RESOLVED:

- c) That the nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2007-2008 be approved, as set out in paper BFA 17/06-07;
- d) That elections to positions on University committees be approved, as set out in paper BFA 18/06-07.

62/06-07 Constitution of Research Centre Advisory Boards

REPORTED:

That there were no changes to the constitution of Research Centre Advisory Boards for 2007/08.

63/06-07 Directors of Research Centres

CONSIDERED:

The nomination of Dr C Jones to resume the position of Director of the Centre for Caribbean Studies.

RESOLVED:

That the nomination of Dr C Jones to resume the position of Director of the Centre for Caribbean Studies be approved.

64/06-07 Items for Discussion at the Senate

CONSIDERED:

Items for discussion at the next meeting of the Senate.

RESOLVED:

That there were no items to report to the next meeting of the Senate.