

## UNIVERSITY OF WARWICK

### Minutes of a meeting of the Board of the Faculty of Arts held on Tuesday 14 November 2017

Present: Professor S Gilson (Chair), Dr J Alexander (History of Art), Dr C Bilton (Centre for Cultural & Media Policy Studies), J Bork (Undergraduate Student Representative), Professor D Branch (History), Dr F Camilletti (Modern Languages and Cultures), Professor C Constable (Film and Television Studies), Professor A Cooley (Classics and Ancient History), Professor S Frey-Kupper (Classics and Ancient History), Dr T Grant (English and Comparative Literary Studies), Dr Eileen John (Philosophy and Board of the Faculty of Social Sciences representative), Professor Andy Lavender (Theatre & Performance Studies and Cultural & Media Policy Studies), Dr D Morrey (Modern Languages and Cultures), Dr R Moseley (Film and Television Studies), Professor M Philp (History), Professor P Roberts (Director of CADRE and Co-Chair of AEC), Dr G Schwartz-Leeper (Cross-Faculty Studies), Professor P Smith (History of Art).

Apologies: Dr D Fearn (Classics and Ancient History), Professor M Freely (English and Comparative Literary Studies), C Henrywood (Secretary), Dr J Lee (Co-Chair of AEC), Professor S Hand, Dr L Perrin (Research Development Manager).

In attendance: Dr F Anderson-Gough (Faculty of Arts Senior Tutor), K Courage (Library Observer), C Glover (Secretary), J Smith (Assistant Secretary), D Stonefield (Director of Administration for the Faculty of Arts).

*Restricted business (denoted by an asterisk{\*}) is confidential to members and attendees of the Board of the Faculty of Arts.*

#### 1/17-18 Conflicts of Interest

##### REPORTED:

- (a) That, should any members or attendees of the Committee 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/>.

##### RESOLVED:

- (b) That members of the Committee reported no conflicts of interest relating to agenda items for the meeting.

#### 2/17-18 Terms of Reference

##### CONSIDERED:

A comparison of the proposed harmonised Terms of Reference of the Faculty Boards with the Board's Terms of Reference prior to the Academic Governance Review (paper BFA.01/17-18).

##### RESOLVED:

- (a) That the proposed changes highlighted in yellow be approved;
- (b) That the changes proposed by the Chairs of Faculties, (in blue, deletions ~~struck through~~, additions underlined) (Appendix A) be approved, with the exception of the following:
  - (i) That the proposal to remove the Board's constitutional right to establish task and finish groups be rejected by the Board of the Faculty of Arts on the grounds of the Board wishing to retain its right to constitutionally create working groups to support the work of the Board of the Faculty of Arts;
  - (ii) That the Board should consider regular reports from all of its standing Committees, without the Education Committee being specifically mentioned as the Board of the Faculty of Arts wishes to ensure that research and education, and any other standing committees established by the Board, are considered equal in importance by the Board of the Faculty of Arts.

RECOMMENDED: (to the Senate)

- (c) That the changes outlined in the attached with the amendments outlined in recommendations (b)(i) and (b)(ii) above, be approved.

3/17-18 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Arts and its sub-committees for the academic year 2017-18, including nominations to other University Committees (paper BFA.03/17-18).

REPORTED:

- (a) That the Chair had taken Chair's action over the summer vacation to ensure that the Memberships spreadsheet was as up-to-date as possible when considered for approval by the Senate;
- (b) That Dr Eileen John had been appointed as the Board of the Faculty of Social Sciences representative on the Board of the Faculty of Arts.

RESOLVED:

That colleagues serving on Faculty and University committees, representing the Faculty of Arts, be thanked for their work and contribution to the governance of the Institution.

RECOMMENDED: (to the Senate)

That the updated Membership of the Board of the Faculty of Arts and its sub-committees for the academic year 2017-18, including nominations to other University Committees (paper BFA.03/17-18), be approved.

4/17-18 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board of the Faculty of Arts were published on the University's Governance website at: <http://warwick.ac.uk/committees/bfa/minutes/>;
- (c) That copies of paper SC.60/07-08 were available from the Secretary on request.

5/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Arts held on 18 May 2017.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Arts held on 18 May 2017 be approved.

6/17-18 Matters Arising on the Minutes

REPORTED:

That there were no matters arising on the minutes from the meeting that were not considered elsewhere on the agenda as substantial items.

7/17-18 Appointment of the New Chair of the Faculty of Arts

REPORTED:

- (a) That a call for expressions of interest was issued to find a colleague to succeed the current Chair of the Faculty of Arts, Professor Simon Gilson, who would leave the University at Christmas;
- (b) That an interview panel was Chaired by the Provost and the panel comprised:
  - (i) Professor Peter Scott
  - (ii) Professor Maureen Freely
  - (iii) Professor Ben Lockwood
  - (iv) Diana Stonefield
  - (v) Adam Waddingham.

- (c) That the interview panel reached a unanimous decision and the Provost subsequently recommended to the Board of the Faculty of Arts that Professor Penny Roberts be appointed as Chair of the Faculty of Arts from 1 January 2018;
- (d) That members of the Board of the Faculty of Arts received the notification of the recommendation to appoint Professor Penny Roberts by email on 3 October 2017 and were given 24-hours to respond in confidence to the recommendation.

RESOLVED:

- (e) That the Board of the Faculty of Arts unanimously supported the appointment of Professor Penny Roberts as Chair of the Faculty of Arts from 1 January 2018 to 31 July 2021;
- (f) That the Chair and the Board congratulated Professor Penny Roberts on her appointment.

8/17-18 Chair's Business

- (a) Revised Student Staff Liaison Coordinators Role

REPORTED: (by the Chair)

- (i) That the academic governance review had resulted in the role being redrafted to provide oversight of all Student Staff Liaison Committee (SSLC) meetings in the Faculty and coordination of the reporting of issues raised;
- (ii) That the position was currently vacant;
- (iii) That the draft role descriptor had been reviewed by the Chair with feedback provided to highlight the need to recognise the impact on workload and provide recognition of the role;
- (iv) That there was no funding or buy-out available for the Student Staff Liaison Coordinators role;

(by Professor Roberts)

- (v) That the role provided an important academic input and overview of the SSLC process;

(by Professor Branch)

- (vi) That ITLR had highlighted recurring issues regarding the storage and accessibility of SSLC minutes which should be addressed.

RESOLVED:

That the Chair would circulate the draft role description for feedback.

(b) NSS Results 2017

REPORTED: (by the Chair)

- (i) That there was a recognition and understanding from the University of the current situation in relation to the student boycott;
- (ii) That a further student boycott could result in non-returns across departments in the Faculty, however this did not indicate non-engagement with the student body;
- (iii) That departments should consider how they engage with students and ensure that these mechanisms are robust;

(by J Bork)

- (iv) That students welcomed opportunities to meet as a community with academics and fellow students;

(by Professor Smith)

- (v) That History of Art had established events to encourage informal engagement and provide opportunities for the student voice to be heard.

(c) Institutional Teaching and Learning Review

REPORTED: (by the Chair)

- (i) That Departments would be required to submit their action/projects plans for ITLR to the next meeting of the Education Committee (deadline for submission 12 noon 16 January 2018 to [artsfacultyboard@warwick.ac.uk](mailto:artsfacultyboard@warwick.ac.uk));
- (ii) That the Education Committee would also be responsible for overseeing the implementation of the recommendations of the Faculty ITLR Engagement Event, in conjunction with the new Faculty DSEPs;

(by Professor Cooley)

- (iii) That Heads of Departments had not been advised of the requirement to submit their action/project plans and it was unclear whether submissions should go through other committees;
- (iv) That further feedback and dialogue with the University relating to resourcing was required to support the development of action/project plans for ITLR;

(by Professor Branch)

- (v) That an Institutional ITLR action/project plan would be welcomed.

9/17-18 Faculty Directors of Student Experience

RECEIVED:

An oral report from the Chair on the progress of the Faculty Directors of Student Experience appointments.

REPORTED: (by the Chair)

- (a) That the Chair thanked colleagues for their support with the appointment process;
- (b) That an appointment had been made for the Faculty Director of Student Experience: Life Cycle, commencing April 2018;
- (c) That no appointment had been made for the Faculty Director of Student Experience: Employability and Alumni;
- (d) That the remit and responsibilities for the position of Faculty Director of Student Experience: Employability and Alumni needed to be further defined and discussions would be held with Heads of Departments;
- (e) That it was intended that the role would be re-advertised in January 2018;

(by Professor Constable)

- (f) That the position of Faculty Director of Student Experience: Employability and Alumni did not appear to fit with the remit for an early research career appointment and that employability and alumni engagement were two very different things to be combined in to one role.

10/17-18 Humanities Building

RECEIVED:

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

REPORTED: (by the Chair)

- (a) That the Finance and General Purposes Committee (FGPC) and University Council had responded very positively and the budget had now been formally approved;
- (b) That the project was complex, cost-bound and required a number of built in assumptions to form the fundamental basis for approval, therefore it would be difficult to reshape designs significantly;
- (c) That there was student appetite to increase student spaces and the design team were working through iterations taking into account the student voice;
- (d) That the design included flexible floor plates to allow for spaces to be reconfigured in the event that student numbers increase in the future;

- (e) That structural discussions were now considering costings and available options were being considered;

(by D Stonefield)

- (f) That information sessions would be held for all staff on 27 and 29 November 2017;
- (g) That the design sign-off would take place in January 2018 and would be the fundamental closing of the design phase;
- (h) That the appointment of contractors was anticipated to take place in April/May 2018 and the project expected to be completed by Summer 2021;
- (i) That Heads of Department had been invited to nominate staff to visit the Birmingham Conservatoire and Manchester School of Art;
- (j) That communications were being provided to the Student body regarding the project;

(by Professor Cooley)

- (k) That staff were delighted with the funding allocation, however there were concerns regarding the current design;

(by Professor Smith)

- (l) That more segregation was needed in the building to respond to student needs;

(by Dr Moseley)

- (m) That private meeting spaces were required for teaching colleagues to meet with students and the lack of such spaces could impact on the student experience;

(by Professor Roberts)

- (n) That designers had been very responsive to discussions and issues raised;

(by Professor Branch)

- (o) That the new building was needed as the current Humanities building was having a negative impact on student recruitment and admissions.

11/17-18 Report from the Arts Education Committee

RECEIVED:

An oral report from the co-Chair of the Arts Education Committee, Professor Penny Roberts, together with the unconfirmed minutes from the inaugural meeting held on 24 October 2017 (paper BFA.04/17-18).

REPORTED: (by Professor Roberts)

- (a) That there was representation on the membership from all departments and issues raised regarding the appointment of the Director of CADRE and the Director of the Language Centre as ex-officio members had been carefully considered;
- (b) That Director of Education roles and their representation on the committee was unclear and therefore clarification of how these roles fit was requested from the Arts Education Committee;
- (c) That it was proposed that the CADRE Steering Committee report into the Arts Education Committee;
- (d) That a call for expressions of interest was issued to find a colleague to take on the role of the Chair of the Arts Education Committee, and that Dr Sarah Richardson had accepted the role to begin in the Summer term 2018.

CONSIDERED:

Proposed changes to the membership of the Arts Education Committee (paper BFA.04/17-18).

RECOMMENDED: (to the Senate)

That the Director of CADRE and the Director of the Language Centre be appointed as ex-officio members of the Arts Education Committee (AEC).

12/17-18 Report from the Arts Faculty Research and Impact Committee (AFRIC)

RECEIVED:

An oral report from the Chair of the Arts Faculty Research and Impact Committee, Professor Simon Gilson, together with the unconfirmed minutes from the meeting held on 21 June 2017 (paper BFA.05/17-18).

REPORTED: (by the Chair)

- (a) That the Chair and the Board extended its thanks to Dr Liese Perrin for her work and contribution as Research Development Manager;
- (b) That an advert had been placed for the Research Development Manager position and a strong Faculty representation had been identified for the interview panel;
- (c) That the REF report was expected by the end of November 2017;
- (d) That an Impact Co-ordinator for the Faculty would be recruited;
- (e) That the next meeting of the Arts Faculty Research and Impact Committee (AFRIC) would take place on Wednesday 29 November 2017;

(by Professor Smith)

- (f) That the REG template and guidance should be made available as soon as possible to ensure departments had sufficient time for completion.

13/17-18 Triennial Review of University Research Centres

REPORTED:

- (a) That the following Research Centres were due for their triennial review in 2017/18:
  - (i) Centre for the History of Medicine, Professor Roberta Bivins (Category 2);
  - (ii) Centre for Television History, Heritage and Memory Research, Dr Rachel Moseley (Category 3);
  - (iii) Eighteenth Century Centre, Professor Dan Branch (Category 3).
- (b) That the Research Centre Directors and Heads of Department were asked to complete and submit the proforma (BFA.06/17-18) and submit it to the Secretary of the Board by 12 noon on 30 January 2018 via [artsfacultyboard@warwick.ac.uk](mailto:artsfacultyboard@warwick.ac.uk).
- (c) That Category 2 and Category 3 Research Centres would be considered by the Board of the Faculty of Arts, and that Category 2 Research Centre proformas would also be considered by the University Research Committee at its meeting on 20 February 2018.

14/17-18 Election of Board Members to the Senate

REPORTED:

- (a) That following the end of the term of membership on Senate for Professor Dan Branch, Professor Alison Cooley and Professor Nicolas Whybrow, there were three vacancies on Senate for representative members of the Board of the Faculty of Arts, to take effect from 1 October 2017.
- (b) That a call for nominations was issued and four members of the Board of the Faculty of Arts were nominated for the three vacancies:
  - (i) Professor Dan Branch, History (end 31 July 2019)
  - (ii) Professor Catherine Constable, Film and Television Studies (end 31 July 2018)
  - (iii) Professor Cathia Jenainati, School of Cross-Faculty Studies (end 31 July 2020)
  - (iv) Professor Alison Ribeiro de Menezes, School of Modern Languages and Cultures (end 31 July 2020).
- (c) That a period of voting was opened that resulted in a tie in the number of votes for the final vacancy so as per regulation 2.2, paragraph 5, a coin was flipped and this was adjudicated by Professor Mike Shipman, Chair of the Board of the Faculty of Science.

- (d) That the following nominees were appointed to represent the Board of the Faculty of Arts on Senate:
  - (i) Professor Catherine Constable (end 31 July 2018)
  - (ii) Professor Cathia Jenainati (end 31 July 2020)
  - (iii) Professor Alison Ribeiro de Menezes (end 31 July 2020).
- (e) That, following the appointment of Professor Penny Roberts to the role as Chair of the Faculty of Arts, a further vacancy on Senate was identified and members of the Board were asked whether they were in support of automatically appointing Professor Dan Branch to fill this vacancy from January 2018 or whether we should issue a fresh call for nominations.
- (f) That there was unanimous support to automatically appoint Professor Dan Branch to replace Professor Penny Roberts on Senate from 1 January 2018 to 31 July 2019.

RESOLVED:

- (g) That the following members of the Board of the Faculty of Arts be appointed to represent the Board on Senate:
  - (i) Professor Dan Branch, History (from 1 January 2018 to 31 July 2019)
  - (ii) Professor Catherine Constable, Film and Television Studies (from 1 October 2017 to 31 July 2018)
  - (iii) Professor Cathia Jenainati, School of Cross-Faculty Studies (from 1 October 2017 to 31 July 2020)
  - (iv) Professor Alison Ribeiro de Menezes, School of Modern Languages and Cultures (from 1 October 2017 to 31 July 2020).
- (h) That the following members of the Board of the Faculty of Arts would remain as representatives of the Board on Senate:
  - (i) Professor Maureen Freely, English and Comparative Literature Studies (end 31 July 2018)
  - (ii) Professor Sean Hand, Warwick in London/SMLC (end 31 July 2019).

15/17-18 Any Other Business

REPORTED: (by Professor Roberts)

That the Board extended its thanks to Professor Simon Gilson for his work as the Chair of the Faculty of Arts and wished him well for his future endeavours.

16/17-18 Next Meeting

REPORTED:

That the next meeting of the Board would take place on Tuesday 13 February 2018, 10-12pm, room CMR 1.0, first floor, University House.

17/17-18 Chair's Action

REPORTED:

That on behalf of the Board of the Faculty of Arts, Professor Simon Gilson took Chair's action to approve the proposed memberships of the Board of the Faculty of Arts, its Committees and its representation on other University Committees and recommended these for approval to the meeting of Senate held on 18 October 2017 (paper BFA.03/17-18, see minute item 3).

18/17-18 Timeliness of Provision of Feedback to Students on Assessed Work

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Summer Term 2016-17 across the Faculty (paper BFA.02/17-18).

19/17-18 Partnerships Committee

REPORTED:

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

20/17-18 Academic Quality and Standards Committee

REPORTED:

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

21/17-18 University Education Committee

REPORTED:

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

22/17-18 Faculty of Arts Lunches in 2017-18

REPORTED:

That the future Faculty of Arts lunches in the academic year 2017-18 would be held on the following dates:

- (a) Spring term: Tuesday 13 February 2018 at 12 noon, in room CMR 1.0, first floor, University House;
- (b) Summer term: Wednesday 30 May 2018 at 12 noon, in room CMR 1.0, first floor, University House.

23/17-18 Dates of 2017-18 Board Meetings and Deadlines for Papers

REPORTED:

That future meetings of the Board of the Faculty of Arts in the academic year 2017-18 would be held on the following dates, with the deadline for papers for each meeting also noted:

- (a) Tuesday 13 February 2018, 10am - 12pm, in room CMR 1.0, first floor, University House:
  - (i) Deadline for notification of intention to submit a paper: 12 noon, Tuesday 23 January 2018;
  - (ii) Deadline for draft papers to be submitted by: 12 noon, Tuesday 30 January 2018;
  - (iii) Electronic circulation of papers: Tuesday 6 February 2018.
  
- (b) Wednesday 30 May 2018, 2pm – 4pm, in room CMR 1.0, first floor, University House:
  - (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.