

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 29th October 2003

- Present: Professor A McFarlane (Chair)
Professor S Broadberry, Dr J Burrows, Dr E Clarke, Dr GA Cousin, Dr JN Davidson, Professor C Davis, Dr AD Eastmond, Dr EC Gallafent, Dr S Gilson, Professor GJ Heuman, Dr JS Hinton, Dr GR Horn, Dr C Klonk, Dr P Kuhiwczak, Dr B Kumin, Dr J Labbe, Mr SJ Lamb, Dr M Luddy, Dr K O'Brien, Professor LM Paterson, Dr GLB Paul, Dr L Polezzi, Dr R Powell, Dr H Schmitz, Dr JG Shields, Mr J Stevens, Professor D Thomas, Mr MM Warner, Professor LM Whitby, Dr CAR Whitehead
- In Attendance: Ms A Allinson, Ms A Bell (for item 6), Ms K Gray, Mr R Watson (for item 8), Mrs R Wooldridge Smith (for item 8)
- Apologies: Professor M Bell, Ms M Chankseliani, Dr L Long, Professor PWD Mack, Dr PA Murray, Dr PW Roberts

MINUTES

1/03-04 Terms of Reference and Membership

REPORTED:

That paragraph (4) of Statute 20 states that the Board of each Faculty will have the following powers and functions:

- (a) to regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) to recommend to the Senate examiners for appointment;
- (c) to make recommendations to the Senate for the award of degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) to recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) to delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) to appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 18;
- (g) to discharge such other functions as the Senate may from time to time determine.

RECEIVED:

The membership of the Board for the academic year 2003/04 as set out in Paper BFA.1/03-04.

2/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 4th June 2003 be approved.

3/03-04 Chair's Action

REPORTED:

That Professor Whitby, acting on behalf of the Board, had taken action over the summer to approve:

(a) Elections

- (i) The appointment of Professor A McFarlane as Chair of the Board of the Faculty of Arts
- (ii) The appointment of Professor L Paterson as Chair of the Undergraduate Studies Committee of the Faculty.
- (iii) The appointment of Dr J Labbe as a representative of the Faculty on the Careers Advisory Board
- (iv) The appointment of Dr H Denard as a representative of the Faculty on the Board of Lifelong Learning and on the Partnerships and Distance Learning Sub-Committee of the Academic Quality and Standards Committee.
- (v) The appointment of Dr P Kuhlczak and Dr M Luddy as representatives of the Faculty on the Board of Graduate Studies.
- (vi) The appointment of Mr A Howard as an advisor to overseas students.

(b) Directorship of Research Centres

That Dr H Marland had been appointed Director of the Centre for the History of Medicine for the period 2003/04 to 2005/06.

4/03-04 Chair's Business

RESOLVED:

- (a) That Professor Whitby be thanked for his service as Chair of the Board of the Faculty of Arts.
- (b) That Mr O Bennett be congratulated for his promotion to professor.
- (c) That Dr H Marland and Professor C Jones be congratulated for the award of research funding for the Centre for the History of Medicine.

5/03-04 Matters Arising on the Minutes

(a) Progress of Committee Recommendations

REPORTED:

That, at its meeting on 7 July 2003, the Academic Quality and Standards Committee resolved:

- (i) That the Periodic Review report and response from the Department of English & Comparative Literary Studies be approved as set out in papers BFA 27(revised) and 28/02-03 respectively.
- (ii) That the Periodic Review report and response from the Department of Italian Studies be approved as set out in papers BFA 29 & 30/02-03 respectively; it being noted that the Committee was content with postgraduate students participating in the undergraduate SSLC.
- (iii) That the Periodic Review report and response from the Department of German Studies be approved as set out in papers BFA 31 & 32/02-03 respectively, it being noted that the Estimates and Grants Committee had indeed provided funding for one year only for the third lektorin post.
- (iv) That the Periodic Review report and response from the Department of History of Art be approved as set out in papers BFA 33 & 34/02-03 respectively; it being noted that the Board of the Faculty of Arts would hold a formal review of progress on Periodic Review recommendations in the Autumn Term 2003 owing to the current restructuring taking place within the department.

(b) German Periodic Review (minute BFA.36/02-03 referred)

CONSIDERED:

A report from the Department of German Studies on the results of the survey undertaken on the work required of students at other institutions on their year abroad (Paper BFA.2/03-04).

RESOLVED:

That the report be approved.

(c) History of Art Periodic Review (minute 36/02-03 referred)

CONSIDERED:

An updated response to the Periodic Review Report (Paper BFA.3/03-04).

RESOLVED:

That the response be approved, it being noted that the Board welcomed the proposals for course restructuring that the Department would be bringing forward for approval in the Spring Term.

(d) French SSLC Report (minute 37/02-03 referred)

REPORTED:

That the Department of French Studies had confirmed that a representative of the SSLC would be invited to be present at discussion of SSLC business at

Departmental meetings and that e-mail distribution lists had been set up to facilitate communication with 2nd year students.

- (e) English Periodic Review (minute 36/02-03 referred)

REPORTED:

That essay marking descriptors were now included in the new Student Handbooks.

6/03-04 Update and Strategic Developments in Library Services

RECEIVED:

- (a) An oral report from the new Librarian, Ms Anne Bell, on operational and strategic developments in Library services, it being noted that:
- (i) The Library's allocation for 2003/04 was sufficient to maintain last year's purchasing capacity, despite anticipated inflation rates in relation to the purchase of journals, books and e-resources.
 - (ii) That a group was to be convened to review the basis on which resources to support the purchase of library and information resources are allocated between departments.
 - (iii) That a new Library Management System, 'Millennium', had been introduced. Currently functionality was limited to operational activities, but the resource discovery function would become available in 2004.
 - (iv) Self-issue of books was being introduced and was already operating more successfully than had been anticipated.
 - (v) The Library was considering feedback from students on its services. In the Student Satisfaction Survey it had generally scored well, apart from on availability and the range of texts which continued to be a concern. Monitoring of the 'You Say, We Say' feedback board had not revealed any obvious trends in concerns raised; rather a number of specific issues were raised by a relatively small number of users.
 - (vi) A pilot 3 day loan scheme was about to be launched, with the departments involved being Classics, Law, History and Psychology.
 - (vii) Wireless technology had been introduced to half the Library building.
 - (viii) The Library had joined a national scheme to support part-time students.
 - (ix) A 24x7 student facility would be opened in National Grid House with capacity for 300 students. It would be focused on supporting independent learning, whether group or individual, and would be less formal in layout than either traditional PC laboratories or the Library. It would offer digital multimedia facilities as well as resources relating to other student support services, such as the Careers Advisory Service.
 - (x) The Library would be submitting a 5 Year Plan for the first time in the coming year with a major area for development being the need to reposition services to provide the best support possible for both research and learning while recognising that the Library could not offer the resources in print that older universities had at their disposal.

- (b) Responses from the Librarian on specific issues raised by members of the Board it being noted that:
- (i) Leaflets advertising the capability of photocopiers in the Library to reduce the size of copies and thereby save costs would be displayed within the week.
 - (ii) The cost of photocopying in the Library was not controlled by the Library.
 - (iii) The new Library Management System has the capability to deal with Chinese characters which will potentially make it easier to deal with Chinese texts.
 - (iv) The need for multiple copies of texts for large cohorts of students was recognized as a problem but funds were limited. The issue would need to be addressed creatively and with a range of measures.

RESOLVED:

That academic colleagues be invited to feed back to the Library on the 3 day loan scheme.

7/03-04 Processing of Teaching Quality Business

RECEIVED:

A report by the Senior Assistant Registrar (Teaching Quality) on the consideration of teaching quality business by University committees (Paper BFA.4/03-04).

8/03-04 Institutional Audit

RECEIVED:

- (a) A copy of the University's Self-Evaluation Document (Paper BFA.5/03-04).
- (b) A copy of the University's Student Submission (Paper BFA.6/03-04).

REPORTED:

- (c) That both documents had now been submitted to the Quality Assurance Agency, having been considered by the appropriate University committees.
- (d) That the five departments to undergo Discipline Audit Trails would be announced in the week commencing 24 November.
- (e) That staff were urged to familiarize themselves with the Self-Evaluation document.
- (f) That the findings of the Student Submission were based on the academic student satisfaction survey, SSLC reports and interviews with students.

RESOLVED:

That the Education Officer of the Students' Union provide further information on how students had been selected for interviews, it being noted that a relevant query had arisen amongst students in the Italian department.

9/03-04 Undergraduate Annual Review Reports 2002/03

CONSIDERED:

Undergraduate annual review reports for 2002/03 from the following departments
(Paper BFA.7/03-04)

- (a) Classics and Ancient History
- (b) School of Comparative American Studies
- (c) English and Comparative Literary Studies
- (d) Film and Television Studies
- (e) French Studies
- (f) German Studies
- (g) History
- (h) History of Art
- (i) Italian
- (j) School of Theatre Studies
- (k) Centre for Translation and Comparative Cultural Studies

RECOMMENDED (to the Board of Undergraduate Studies):

That the reports be considered for approval, it being noted that:

- (l) The Centre for Translation and Comparative Cultural Studies and the Centre for English Language Teacher Education had modified teaching practices on the BA in English Language, Culture and Translation in the two years based in China, to improve students' ability to adapt to teaching practices in the UK.
- (m) Although concern had been noted in the review reports at the withdrawal rate on some of the Italian courses, numbers on these courses were low and even a small number of withdrawals therefore appeared significant in terms of overall percentages.
- (n) Despite the recommendations of some External Examiners, it was not University policy to preserve anonymity of students through the entire degree classification process.
- (o) Employers had reported to the Undergraduate Curriculum Review Group that they were less concerned about the content of courses than the students' final qualifications and their involvement in extracurricular activities such as student societies and the Warwick Skills Certificate.

RESOLVED:

- (p) That the Assistant Registrar (Accommodation and Timetabling) look into the impact of extended use on data projection equipment.
- (q) That consideration be given to statistical data on comparisons with national benchmarks and correlations between entry scores and exit qualifications, as required in the Annual Report form, being provided centrally.

10/03-04 Review of the Undergraduate Curriculum

REPORTED (by Professor Whitby):

- (a) That the Review had run for a year and that the Faculty had been represented by the Chair of the Department of History and the Chair of the Board of the Faculty.
- (b) That the Review report had been considered and approved by Steering Committee.
- (c) That it had been recommended that students have the opportunity to take modules amounting to 10% of their degree from outside their own department, it being noted that there was already a significant degree of flexibility within the undergraduate curriculum which needed to be marketed to potential students.
- (d) That the option of offering degree courses over 4 years, with the first year being a broad-based introductory year, was to be considered
- (e) That the courses would need to be aligned with the new 14 to 19 curriculum.
- (f) That there would be a greater requirement for departments to offer work experience as part of the degree course, it being noted that any such developments would need to complement the content of the course and should not be introduced at the expense of the rigour of academic provision.
- (g) That skills development would be an important element of curriculum review. Students would get credit towards the Warwick Skills Certificate from skills delivery embedded in coursework, rather than having to separate courses for all key skills. Kay Sanderson and Stephen Hill were in the process of meeting with all departments to assess the extent of skills delivery currently already embedded in the curriculum.
- (h) That copies of the report would be circulated to all members of the Board.

RESOLVED:

- (i) That the Chair of the Department of History be thanked for his work in developing proposals for the BA in History and Culture.
- (j) That the Board's concerns at the future resourcing of the Skills Programme and the introduction of increased work experience in the curriculum be noted.

11/03-04 Summative Postgraduate SSLC Report

CONSIDERED:

A summative report on the Postgraduate SSLC reports for 2002/03 (Paper BFA.8/03-04).

RECOMMENDED (to the Board of Graduate Studies):

That the report be considered for approval by the Board of Graduate Studies, it being noted that:

- (a) The contact hours on the MA in Writing were already high and that it would be difficult for the tutors to increase these still further to meet expectations.
- (b) That the Department of English and Comparative Literary Studies had provided a dedicated room for Graduate Teachers and lockers for other postgraduate research students, but could not provide any further accommodation for them due to the limited space available to the Department.

- (c) The majority of the outstanding issues on the MA in Italian Studies had been resolved at the team meeting held on 9 June 2003.

RESOLVED:

That the minutes of the team meeting for the MA in Italian Studies of 9 June 2003 be forwarded to the Assistant Secretary to the Board.

12/03-04 Periodic Reviews

Periodic Review of 2+2 and Part-Time Degrees

REPORTED:

That Professor Swain would chair the panel to be convened to review 2+2 and Part-Time degrees in the Faculty.

CONSIDERED:

- (a) The report of the Periodic Review of the Department of French Studies (Paper BFA.9/03-04)
- (b) The response of the Department of French Studies to the review report (Paper BFA.10/03-04)

RECOMMENDED (to the Boards of Undergraduate and Graduate Studies):

That the report of the Periodic Review of the Department of French Studies and its response be considered for approval by the Boards of Undergraduate and Graduate Studies, it being noted that the Chair of the Panel considered that the Department's response was highly satisfactory and addressed the issues raised in the report's recommendations.

13/03-04 Advisory Board to the Faculty of Arts

RECEIVED:

A list of members of the Advisory Board to the Faculty of Arts for the year 2003/04 as set out in Paper BFA.16/03-04 (tabled).

REPORTED:

That the first meeting had been well attended, that members had been interested in the activities of the Faculty and the issues facing departments, and had expressed their enthusiasm for developing links with the University.

That the main issues to be addressed in future meetings of the Advisory Board were:

- Quality
- Expansion
- Leadership and management
- The ability of small departments to survive and succeed
- Sustaining competitive advantage

RESOLVED:

That Departments be encouraged to consider how they might involve external members of the Advisory Board in their activities.

14/03-04 Elections

Warwick Active Community Programme

REPORTED:

- (a) That nominations for representatives to serve on the Steering Committee for the Warwick Active Community Programme are sought.
- (b) That the main roles of the academic members of the Committee are:
 - (i) To give advice on establishing community-related projects relevant to departments in their Faculty.
 - (ii) To provide more general advice and guidance on working with the local community and, in particular, how academic staff might engage with the community.

RESOLVED:

That the election of a representative of the Faculty to serve on the Steering Committee for the Warwick Active Community Programme be approved by Chair's Action.

Membership of the Board of the Faculty of Arts

RESOLVED:

That Professor Whitby and Dr Hill be elected as co-opted members of the Board.

15/03-04 Report from the Graduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

Minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Arts held on 15 October 2003 (Paper BFA.12/03-04).

16/03-04 Report from the Undergraduate Studies Committee of the Board of the Faculty of Arts

RECEIVED:

Minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Arts held on 15 October 2003 (Paper BFA.13-03/04).

RESOLVED:

That the Academic Office be requested to write to all Chairs of departments to inform them formally of the change in regulations relating to the assessment weighting of assessed work and examinations.

17/03-04 Items for Discussion at Senate

CONSIDERED:

Items for discussion at Senate.

RESOLVED:

That there were no items that the Board wished to raise at the Senate.

18/03-04 Arts Faculty Computing Committee

RECEIVED:

Minutes of the meeting of the Arts Faculty Computing Committee (Paper BFA.14/03-04).

REPORTED:

- (a) That monthly surgeries on Sitebuilder would now be held.
- (b) That IT Services were introducing measures to improve off-site access to Groupwise.

19/03-04 Centre for Research in Philosophy and Literature Annual Report 2002-03

RECEIVED:

The Annual Report of the Centre for Research in Philosophy and Literature 2002-03 (Paper BFA.15/03-04).

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