

UNIVERSITY OF WARWICK

Minutes of a meeting of the Board of the Faculty of Arts held on Wednesday 15 February 2017

Present: Professor S Gilson (Chair), Dr J Alexander (History of Art), Professor D Branch (History), Dr L Bourdua (History of Art), Professor A Cooley (Classics and Ancient History), Professor I De Smet (Centre for the Study of the Renaissance), Dr M Finn (Cross-Faculty Studies), Professor M Freely (English and Comparative Literary Studies), Dr T Grant (English and Comparative Literary Studies), Dr K Hooper (Modern Languages and Cultures), Mr L Jackson (Undergraduate Student Representative), Professor C Jenainati (Cross-Faculty Studies), Dr J Lee (Chair of AUSC), Professor A Menezes (Modern Languages and Cultures), Dr A Phillips (Film and Television Studies), Professor P Roberts (Chair of AGSC), Professor P Scott (BFS Representative), Mr E Stewart (Director of the Language Centre), Dr N Whybrow (Theatre & Performance and Cultural & Media Policy Studies).

Apologies: Professor N Holdsworth (Deputy Chair), Dr D Biggerstaff (Board of the Faculty of Medicine representative), Dr C Bilton (Centre for Cultural Policy Studies), Professor S Bruzzi (Film and Television Studies), Dr J Burns (Modern Languages and Cultures), Dr T Crowther (Philosophy), Ms E Dunford (Postgraduate Student Representative), Dr D Fearn (Classics and Ancient History), Professor M Hatt (Representative of AGSC), Professor D Lambert (History), Dr H Schmitz (Modern Languages and Cultures), Dr T White (Theatre, Performance and Cultural Policy Studies; Deputy Chair of AUSC).

In Attendance: Ms C Cadman (Assistant Secretary (Undergraduate)), Ms K Courage (Academic Support Librarian, Library), Miss S Edwards (Marketing Executive), Ms A Elton (for item 25/16-17), Mrs C Henrywood (Secretary), Dr R Moseley (Film and Television Studies), Professor J Palmowski (for item 25/16-17), Dr L Perrin (Research Development Manager), Ms D Stonefield (Director of Administration for the Faculty of Arts), Ms H Way (for item 25/16-17).

21/16-17 Conflicts of Interest

CONSIDERED:

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/>.

RESOLVED:

That no conflicts of interest were raised relating to this agenda.

22/16-17 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Arts held on 31 October 2016.

RESOLVED:

That the minutes of the meeting of the Board held on 31 October 2016 be approved.

23/16-17 Matters arising on the Minutes

- (a) Change of name of the Centre for Cultural Policy Studies and the School of Theatre, Performance and Cultural Policy Studies (minute 9/16-17 refers)

REPORTED:

- (i) That the Vice-Chancellor had taken Chair's action on behalf of the Senate on 10 January 2017 to approve the change of name.
- (ii) That the Research Committee was made aware of the approval to the name change given by the Vice-Chancellor on behalf of the Senate but will be considering the name change of the Centre for Cultural Policy Studies at its meeting on 21 February 2017.

- (b) Cleaning (minute 16/16-17 refers)

REPORTED:

- (i) That the Operations Manager from the Estates Department had responded to the Secretary's email that shared the concerns raised by a member of the Board.
- (ii) That the Estates Department had emailed all staff in the Humanities Building on the 27 June 2016 (paper BFA.07(a)/16-17) to advise colleagues of the rationale for the change and when it was to be implemented by, noting that the original notice of this pending change was circulated in September 2015 (paper BFA.07(b & c)/16-17).
- (iii) That, if any Department wanted to discuss their specific needs as a Department (e.g. the provision of green and grey bins in an Administration Office that all staff have access to), they should contact Natalie Seddon, the Campus Cleaning Services Manager on 07824 541195.

RESOLVED:

- (iv) That the Campus Cleaning Services Manager should be notified of the dates of Offer Holder Open Days, via the Marketing Executive for the Faculty of Arts, to ensure appropriate cleaning of the Humanities building.
- (v) That members of the Board should identify specific cleaning issues and pinch points and report these to the Secretary by 12 noon on 4 May 2017 for report to the next meeting of the Board.

24/16-17 Chair's Business

(a) Institutional Teaching and Learning Review (ITLR)

REPORTED: (by the Chair)

- (i) That as at Wednesday 15 February 2017, all Departments apart from Film and Television Studies had received their reports and were in the process of checking the reports for factual accuracies and preparing their formal Departmental response to the report.
- (ii) That the Faculty Engagement Event was scheduled for 14 March 2017 and the ITLR team, the Secretary and Professor Gilson were working together to organise this event.
- (iii) That employability, student well-being and joint degrees had been identified as key topics for discussion at Faculty-level.

(by Dr Whybrow)

- (iv) That co-ordination of Widening Participation work at Faculty-level would be a useful topic of discussion.

(by Professor Roberts)

- (v) That a session to discuss postgraduate courses and postgraduate students would be welcomed.

(by Dr Bourdua)

- (vi) That the deadline for Departments to submit ARC bids was before the Faculty Engagement event was due to take place (24 February 2017) and therefore it was difficult for Departments to identify what should be included in the ARC bid and what resources would be sought at a Faculty or University-level instead.

RESOLVED:

- (vii) That the ITLR Self-Evaluation Documents (SED) for the departments of the Faculty of Arts be made available on the Faculty of Arts ITLR Engagement Event webpage for other Departments to review and enable the sharing of ideas.

(b) Humanities Building

REPORTED: (by the Chair)

- (i) That there were 67 applications to the Humanities Building design competition and that five teams had presented to a panel on Monday 13 February 2017.
- (ii) That the winner of the competition would be announced once terms and conditions had been agreed.

- (iii) That the Humanities Building proposal would be considered at the Finance and General Purposes Committee (FGPC) meeting in May for final approval
- (iv) The project would move to a nine month stakeholder engagement phase, including consultation with students.
- (v) That a designated Development Executive responsible for fundraising, Miss Christina Evans, had been appointed.

(by Professor Jenainati)

- (vi) That it would be a nice idea to develop a competition to name the building/rooms.

(c) American Studies (minutes 6/16-17 and 45/15-16 refer)

REPORTED: (by the Chair)

- (i) That market research had been conducted which indicated that there was not enough support in the market to pursue a proposal for this new undergraduate degree course.
- (ii) That the Chair would work with colleagues to consider the suggestion for GRP or research clusters and the viability of a Master's degree in American Studies.

(d) Warwick Awards for Teaching Excellence

REPORTED: (by the Chair)

- (i) That nominations were 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 11.59pm on 17 March 2017.
- (ii) That full details were available online from [http://www2.warwick.ac.uk/services/ldc/teaching\\_learning/wate/](http://www2.warwick.ac.uk/services/ldc/teaching_learning/wate/).

25/16-17 Sessional Teaching Payroll Project

RECEIVED:

A presentation from Professor Jan Palmowski, Ms Helen Way (HR Manager) and Ms Alison Elton (General Commercial Manager, Unitemps) regarding the Sessional Teaching Payroll Project (paper BFA.08/16-17).

REPORTED: (by Professor Palmowski)

- (a) That the Sessional Teaching Payroll Project would be rolled out to all Departments for implementation in Autumn 2017 and that Departments should begin planning for teaching in the next academic year and communicating with the tutor community.

- (b) That the role profiles were available on the Human Resource webpages and that feedback was welcomed from Departments.

(by Professor Branch)

- (c) That the Department of History had piloted the project and had found it to be a positive initiative, noting that consideration had needed to be given to the delivery of teaching and the training of staff, for example with regards to the time allocated for the marking of work and lesson planning.

RESOLVED:

- (d) That Director of Administration for the Faculty of Arts would arrange a meeting for staff involved in the pilot from the Department of History and the School of Modern Languages and Cultures to share their experiences and best practice with Departments that were not part of the Pilot.

26/16-17 Teaching Excellence Framework (TEF) Submission

RECEIVED:

- (a) The University's TEF submission considered by the Senate at its meeting on 1 February 2017 (S.29/16-17 (restricted)), noting that this is embargoed until May 2017.
- (b) A paper concerning the TEF metrics, considered by the Senate at its meeting on 1 February 2017 (S.42/16-17).

27/16-17 Items from the Faculty of Arts Undergraduate Studies Committee

RECEIVED:

An oral report from the Chair of the Faculty of Arts Undergraduate Studies Committee.

REPORTED:

That the Committee had discussed the ITLR outcomes and that this discussion would feed in to the planning for the Faculty Engagement event next month.

28/16-17 Items from the Faculty of Arts Graduate Studies Committee

CONSIDERED:

An oral report from the Chair of the Faculty of Arts Graduate Studies Committee.

REPORTED: (by Professor Roberts)

- (a) That a call for bids had been made by AHRC in November 2016 and that the Midlands Four Cities Consortium would bid for funding.
- (b) That a meeting had been held with the bid Directorate and the Midlands Four Cities Consortium working committee in January 2017.

(by Dr Perrin)

- (c) That the proposal was at the expression of interest stage and that the full proposal would be shared with Heads of Departments for input.

(by Professor Branch)

- (d) That the criteria for scoring applications used by Midlands Four Cities Consortium should be used by CADRE for scoring bids that it received so that the same criteria was applied to CADRE bids.

RESOLVED:

- (e) That consideration be given to using the criteria for scoring applications used by Midlands Four Cities Consortium for future CADRE PhD scholarship competitions.

29/16-17 Proposal to Rename the Centre for Professional Education

CONSIDERED:

A proposal from the Director of the Centre for Professional Education for the Centre to be renamed Warwick Teacher Education (paper BFSS.09/16-17).

RECOMMENDED: (to the Senate)

That the proposal to re-name the Centre for Professional Education to Warwick Teaching Education, as set out in paper BFSS.09/16-17, be approved.

30/16-17 Any Other Business

- (a) CertHE and DipHE exit awards

REPORTED: (by the Chair)

- (i) That Certificate in Higher Education (CertHE) and Diploma in Higher Education (DipHE) exit awards do not exist for undergraduate degree programmes in the Faculty of Arts and that this was in line with the rest of the University.
- (ii) That the Department of Classics and Ancient History had asked if exit awards could be available to students in special circumstances, for example poor health leading to an inability to complete an undergraduate degree programme.
- (iii) That there were two approaches that could be taken if the Board wanted to propose the introduction of exit awards:
  - (A) Reapprove all undergraduate degree courses to ensure that the awards of CertHE and DipHE were available, ensuring that appropriate learning outcomes were developed;

- (B) Develop a generic Humanities CertHE and Humanities DipHE award that any student with special circumstances could be transferred onto.

(by Professor Jenainati)

- (iv) That Professor Jenainati wanted to include exit awards when setting up the Liberal Arts degree but that this was not pursued as she was advised that a separate award would be required for each combination of modules.
- (v) That a generic Humanities CertHE and Humanities DipHE award would therefore be welcomed by the School for Cross Faculty Studies.

(by Dr Lee)

- (vi) That cross-Faculty joint degree courses existed and there would therefore be a need for joint Humanities and Social Sciences CertHE and DipHE awards in addition to the proposed Humanities CertHE and DipHE awards.

(by Dr Bourdua)

- (vii) That many competitor Universities offer exit awards and that this should be offered University-wide.

RESOLVED:

- (viii) That the Secretary to the Board would explore this further with Teaching Quality and would produce a paper for consideration at the next meeting.

31/16-17 Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Arts would take place on Thursday 18 May 2017, 10am, in the Council Chamber, first floor, **Senate House**, noting that deadlines for papers were as follows:

- (a) Notification of intention to submit a paper - 12 noon on 27 April 2017
- (b) Draft papers - 12 noon on 4 May 2017
- (c) Circulation of papers - 11 May 2017.

32/16-17 Chair's Action

(a) Faculty Representation on the Senate

REPORTED:

That the Chair of the Board, acting on its behalf, would need to undertake an appointment onto Senate for term 3 of 2016/17 by correspondence following the departure of Professor Stella Bruzzi at the end of Term 2.

(b) 2017 Research Showcase

REPORTED:

That the Chair of the Board, together with the other Faculty Chairs, had agreed to contribute £250 towards the prizes for the 2017 Research Showcase to be held on 7 June 2017 from the Faculty budget.

33/16-17 Warwick Welcome Week

RECEIVED:

A paper concerning Warwick Welcome Week that was considered by the Senate at its meeting on 1 February 2017 (paper S.30/16-17), noting that the University had pulled back from implementation this coming year and was working towards implementation in 2018/19.

34/16-17 Assessment and Feedback

RECEIVED:

- (a) A composite report on timeliness of feedback on assessment submitted in Summer Term 2015-16 across the Faculty of Arts (paper BFA.05/16-17 revised).
- (b) A composite report on timeliness of feedback on assessment submitted in Autumn Term 2016-17 across the Faculty of Arts (paper BFA.06/16-17 revised).

35/16-17 Report from the Faculty of Arts Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty of Arts Undergraduate Studies Committee held on 1 February 2017 (paper BFA.09/16-17).

36/16-17 Report from the Faculty of Arts Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty of Arts Graduate Studies Committee held on 24 January 2017 (paper BFA.10/16-17).

37/16-17 Report from the Arts Faculty Research Committee

RECEIVED:

The unconfirmed draft minutes of the meeting of the Faculty of Arts Research Committee held on 30 November 2016 (paper BFA.11/16-17).

38/16-17 Faculty of Arts Lunches in 2016-17

REPORTED:

That the future Faculty of Arts lunch in the academic year 2016-17 would be held on the following date:

Summer term: Thursday 18 May 2017, 12.00-13.30, venue Council Chamber, **Senate House.**