

UNIVERSITY OF WARWICK

Minutes of a meeting of the Board of the Faculty of Arts held on Monday 31 October 2016

Present: Professor S Gilson (Chair), Professor N Holdsworth (Deputy Chair), Dr C Bilton (Centre for Cultural Policy Studies), Professor S Bruzzi (Film and Television Studies), Dr J Burns (Modern Languages and Cultures), Professor A Cooley (Classics and Ancient History), Professor M Freely (English and Comparative Literary Studies), Professor S Frey-Kupper (Classics and Ancient History), Dr T Grant (English and Comparative Literary Studies), Professor M Hatt (Representative of AGSC), Dr K Hooper (Modern Languages and Cultures), Mr L Jackson (Undergraduate Student Representative), Professor C Jenainati (Cross-Faculty Studies), Professor D Lambert (History), 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), Dr H Schmitz (Modern Languages and Cultures), Dr T White (Theatre, Performance and Cultural Policy Studies; Deputy Chair of AUSC), Dr N Whybrow (Theatre, Performance and Cultural Policy Studies).

Apologies: Dr J Alexander (History of Art), Dr D Biggerstaff (Board of the Faculty of Medicine representative), Dr L Bourdua (History of Art), Professor D Branch (History), Dr T Crowther (Philosophy), Dr M Finn (Cross-Faculty Studies), Professor P Roberts (Chair of AGSC), Professor P Scott (BFS Representative), Mr E Stewart (Modern Languages and Cultures).

In Attendance: Ms C Cadman (Assistant Secretary (Undergraduate)), Ms H Curtis (Academic Support Manager, Library), Dr M Glover (Academic Registrar (for item 15/16-17)), Mrs C. Henrywood (Secretary), Mr N Panda (Postgraduate Officer (for item 15/16-17)), Ms J Smith (Assistant Secretary (Postgraduate)), Dr H Watson (Academic Registrar (Strategic Programme Delivery) (for item 15/16-17)).

1/16-17 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.

2/16-17 Terms of Reference

REPORTED:

That the terms of reference of the Board of the Faculty of Arts, as set out in the University Calendar (<http://warwick.ac.uk/committees/bfa/#tor>), were as follows:

- (a) To regulate, subject to the 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 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

3/16-17 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Arts and its sub-committees for the academic year 2016.17, including nominations to other University Committees (paper BFA.22/15-16 (Revised 2)).

RESOLVED:

That the Senate resolved at its meeting on 8 June 2016 (minute 102/15-16 refers) that the Chair of the Board approve any appointments or recommendations to any remaining vacancies on behalf of the Board.

4/16-17 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 are 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.

5/16-17 Minutes

CONSIDERED:

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

RESOLVED:

That the minutes of the meeting of the Board held on 31 May 2016 be approved subject to amendment to minute 44a/15-16, as follows (amendment underlined, ~~deletion struck through~~):

REPORTED:

(...)

- (a) That the work of the TEF group was underway, with Directors of Undergraduate Studies providing examples of good practice to go onto the Faculty website ~~over the summer vacation~~.

(...)

6/16-17 American Studies (minute 45/15-16 refers)

REPORTED: (by the Chair)

That market research was under way for the American Studies project and the report was due in November 2016, noting that potential course titles were being tested as part of the market research project.

7/16-17 Appointment of a Faculty Director of Administration (minute 46/15-16 refers)

REPORTED: (by the Chair)

- (a) That Ms Diana Stonefield had been appointed to the position of Faculty Director of Administration, noting that Ms Stonefield had joined the University on 3 October 2016.
- (b) That Ms Stonefield had met with Heads of Departments, Departmental Administrators and senior administrative colleagues based in central Departments.
- (c) That the Chair had met with senior Departmental and Faculty Administrators prior to Ms Stonefield's appointment.

8/16-17 Rate My Module

REPORTED: (by Professor Cooley)

- (a) That there was a concern that academic colleagues would be personally identifiable on the Warwick Students' Union (SU) 'Rate my Module' app, noting that evidence of this occurring had been found.

(by Dr J Lee)

- (b) That the 'Rate my Module' app was not currently operational and that it was acknowledged that it could be problematic having two routes for module feedback (the University's module feedback form and the Warwick SU's 'Rate my Module' app).
- (c) That whilst some useful information was gathered by the 'Rate my Module' app such as where to buy textbooks and which textbooks proved to be the most useful, it would be more useful for students to receive this feedback throughout the academic year rather than in June/July each year.

(by Mr L Jackson)

- (d) That Warwick SU was reviewing the 'Rate my Module' app as concerns had been raised including the one raised by Professor Cooley, noting that the app was developed because students felt that they would benefit from more assistance when selecting their modules.
- (e) That the SU wanted to work with the existing module feedback form that the University operated by synergising the two systems so that the feedback process becomes more transparent.
- (f) That the SU had tried to remove any identifiable personal comments.

RESOLVED:

- (g) That the Faculty's support of a synergised approach to module feedback and the request to redact all academic names be conveyed to the President and the Education Officer of Warwick's Students' Union by Mr L Jackson.

9/16-17 Change of name of the Centre for Cultural Policy Studies and the School of Theatre, Performance and Cultural Policy Studies

CONSIDERED:

A proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed as set out in paper BFA.1/16-17.

REPORTED: (Dr C Bilton)

- (a) That the change of name was to reflect the following changes:
 - (i) The Centre's Masters offering has increased from one to four programmes.
 - (ii) The insertion of 'media' into the title of the Centre reflects its place in the title of two of the Masters programmes.
 - (iii) Better represents the pedagogical and research spread of the Centre's activity.
 - (iv) The change of name implies no exclusive ownership over teaching and research on 'media' across the University.

RECOMMENDED: (to the Senate)

That the proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed as set out in paper BFA.1/16-17, be approved.

10/16-17 Chair's Business: Institutional Teaching and Learning Review

REPORTED: (by the Chair)

- (a) That a representation had been made to the Pro-Vice-Chancellor for Education regarding the timetabling of ARC within the ITLR process.
- (b) That Departments needed to think strategically as a Faculty as well as individually as a department.
- (c) That Departments needed to consider working together to develop the Self-Evaluation Report for joint degrees.
- (d) That it would be useful for departments to be provided with the metrics relating to the interdisciplinary modules offered by IATL.

(by Professor P Roberts)

- (e) That Heads of Departments needed to liaise with the Director of CADRE.

(by Dr C Bilton)

- (f) That there was a difference between the number of pages that a Department would be allowed to submit for their Self-Evaluation Report (15 pages) and the Report template that Departments had been asked to complete (18 pages with no content added).

RESOLVED:

- (g) That, with regard to teaching issues during the ITLR period (16-27 January 2017) such as the cancellation of teaching, Heads of Departments should bring these to the attention of the Chair of Faculty.
- (h) That the Secretary ascertain whether there were any metrics concerning multidisciplinary modules that IATL can share with academic Departments.

11/16-17 Chair's Business: Alumni

REPORTED: (by the Deputy Chair)

- (a) That, Ms Ellie Webb, a current undergraduate student in History, had been employed for 8 weeks during the summer vacation as an intern to support the Faculty with its Alumni project.
- (b) That Ellie had met with all Faculty departments and colleagues in DARO to ascertain what alumni support and activities were in place.

- (c) That Ellie had produced a comprehensive report that identified gaps; what information and activities were already in place; and, proposed some practical recommendations.
- (d) That a short paper would be written that provided a digest of what the Faculty might pursue over the next three years.

(by the Chair)

- (e) That alumni would continue to be a focus for the Faculty and that the collaborative work already undertaken with DARO by colleagues in the Faculty should continue.

RESOLVED:

- (f) That the thanks of the Board of the Faculty of Arts be extended to Ms Ellie Webb for her excellent work in supporting the Faculty's Alumni project.
- (g) That the short digest paper be shared with Board members by the Deputy Chair.

12/16-17 Chair's Business: Humanities/Arts Building

REPORTED:

- (a) That the architectural design team will be procured via an official RIBA design competition that will identify a lead team who will be able to creatively respond to and challenge the brief and provide an innovative, sector-leading architectural solution.
- (b) That the competition was formally launched on 27th September 2016, noting that subject to availability of panel members, a shortlist of 5 finalists will be agreed at a judging meeting on 23rd November 2016.
- (c) That the winning team was planned to be announced and appointed at the beginning of February 2017.
- (d) That the funding for the building was in the capital plan but was pending final approval by the Finance and General Purposes Committee.
- (e) That activities are to be carried out with key departmental stakeholders and colleagues from central services to refine the business case and secure the required financial approvals for the project, noting that it is anticipated that the business case will go to FGPC for consideration in May 2017.
- (f) That there was to be a formal update of the project at FGPC on 8 November 2016, with the supporting paper comprising the content of the detailed Business Case, the process and expenditure associated with developing the building design and the timeline for approval of the project by committees.
- (g) That the Faculty of Arts should not find itself competing with Warwick Arts Centre for funding, space and facilities and should work in collaboration wherever possible.

- (h) That a Development Executive had been appointed to assist in fundraising activity related to the Arts Faculty development, noting that their time will be split 50:50 between the Faculty of Arts and the Arts Centre.

13/16-17 New University Research Centre

CONSIDERED:

A proposal from Warwick Medical School for a new Category II University Research Centre, entitled the Centre for Mechanochemical Cell Biology, to be established as set out in paper BFA.4/16-17.

RECOMMENDED: (to the Research Committee)

That the proposal from Warwick Medical School for a new Category II University Research Centre, entitled the Centre for Mechanochemical Cell Biology, to be established, as set out in paper BFA.4/16-17, be approved.

14/16-17 Triennial Review of Faculty Research Centres

REPORTED:

That in the academic year 2016-17 the triennial review of Faculty Research Centres will take place in Term 2.

15/16-17 Warwick Welcome Week

RECEIVED:

An oral report from the Academic Registrar, the Assistant Registrar (Strategic Programme Delivery) and the Students' Union's Postgraduate Officer on Warwick Welcome Week.

CONSIDERED:

A paper from the Academic Registrar (paper AUSC.2/16-17) setting out options for Warwick Welcome Week.

REPORTED: (by the Academic Registrar)

- (a) That data was collected and supplied with analysis, noting that it was proposed to have a variety of events catering for different groups of students.
- (b) That the Welcome Week was designed to allow students to engage with Support Services ahead of the start of teaching in Term 1, thus maximising the benefits of support available to students at the University.
- (c) That departments with existing induction activities in Week Zero would not be expected to shift these, rather to incorporate them to the Welcome Week, it being noted that many Departments in the Faculty of Arts offered good support for students.
- (d) That the proposal aimed at equalising student experience on arrival to the University.

- (e) That the Welcome Week should be introduced for the academic year 2017-18, noting that a more detailed consultation on its implementation would follow later in the year.
- (f) That there was a commitment by the SU and the University to focus provision around well-being in the Welcome Week.
- (g) That the requirement of academic Departments would be to engage in the Welcome Week by delivering the welcome activities that they presently offer in week one of term one.
- (h) That option two (Welcome Week in Week Zero) would be an induction for honours-level first year students only, with second and third year students not being required to be on campus unless they were involved with supporting the delivery of Welcome Week, though experience says that second and third years tend to be around in Week Zero.
- (i) That the Parents' sessions will be reviewed in light of the feedback received.

(by Dr J Lee)

- (j) That AUSC was broadly supportive of option 2, noting that it was the preference of AUSC members that SU-led events would be held in the early part of the Welcome Week with academic Departments becoming involved in the delivery of events in the latter half of the Welcome Week.
- (k) That students with learning differences and disabilities could be better supported by a Welcome Week if the right support is made available to them.

(by Professor P Roberts)

- (l) That AGSC members welcomed the proposal to establish Warwick Welcome Week.

(by the Students' Union's Postgraduate Officer)

- (m) That the Students' Union's focus will be on the integration of students and their welfare, noting that the SU believe that having a Welcome Week will assist with student retention.

(by Dr C Bilton)

- (n) That if the introduction of Week Zero would mean that current graduate students would be asked to leave their accommodation earlier than usual to allow for the deep cleaning of accommodation, it is important that they are given as much notice as possible their end date in accommodation.

(by the Chair)

- (o) That, in the absence of the Head of the History Department, he reported that the History Department were fully supportive of option two and were strongly against all other options, particularly options three and five.

RESOLVED:

- (p) That the Board welcomed the proposal to introduce a Warwick Welcome Week as a means to improve student experience;
- (q) That the Board preferred a Welcome Week to take place in current Week Zero (option two), noting the following:
 - (i) The involvement of academic departments and flexibility for departments to adjust their activities;
 - (ii) The provision of support for students with disabilities and learning difference must be in place during the Welcome Week.

16/16-17 Cleaning

REPORTED: (by Professor Frey-Kupper)

That colleagues had raised concerns regarding the change that had been introduced over the summer vacation to the frequency of the cleaning of offices in the Humanities building, noting that the concern was not aimed at the quality of the cleaning undertaken by Estates staff, but was aimed at the change to what Estates colleagues had been asked to do.

RESOLVED:

That the Secretary had written to the Estates department to share the concerns expressed.

17/16-17 Dignity at Warwick Event 2016 'Warwick Respects'

REPORTED:

That the annual University 'Dignity at Warwick' event, focusing on the theme of Respect, would take place on Wednesday 16 November 2016 at various venues across campus, noting that further details will be available online at <http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/event2016>.

18/16-17 Assessment and Feedback

REPORTED:

That a composite report on timeliness of feedback on assessment submitted in Summer Term 2015-16 across the Faculty of Arts will be considered at the February 2017 meeting of the Board.

19/16-17 Faculty of Arts Lunches in 2016-17

REPORTED:

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

- (a) Spring term: Wednesday 15 February 2017 at 12noon, in room CMR 1.0, first floor, University House;
- (b) Summer term: Thursday 18 May 2017 at 12noon, in the Council Chamber, first floor, **Senate House**.

20/16-17 Dates of 2016-17 Board Meetings

REPORTED:

That future meetings of the Board of the Faculty of Arts in the academic year 2016-17 would be held on the following dates:

- (a) Wednesday 15 February 2017, 2pm, in room CMR 1.0, first floor, University House;
- (b) Thursday 18 May 2017, 10am, in the Council Chamber, first floor, **Senate House**.