The Dean of the Faculty of Arts and Humanities – Professor Tom Tomlinson (Chair)

Professor B Bocking       Dr K D Howard
Dr J R Campbell           Dr D W Hughes
Dr A Contadini            Mrs C Miles*
Dr C Davis                Professor J P J Pottier
Mr P T Denwood            Dr T Proferes
Mr P Gifford              Professor P G Robb
Professor G R Hawting

In attendance: Mr N Martland
              Mr M Hodkinson

Those members whose names are marked with an asterisk were unable to be present.

The Chair welcomed members to the Board. It was NOTED that student representatives would be members of the Board once elected, and that membership in attendance now included the Faculty Librarian, Mr N Martland. The Chair reported that minutes of the Faculty Committees would be made widely available to Faculty staff and circulated on the Faculty intranet site once it was established.

It was AGREED that ex-officio members of Faculty Board, unable to attend the meeting, could nominate an alternative member to report on their behalf.

1. Terms of Reference and Membership

The terms of reference and membership of the following Faculty committees (Appendix A) were CONFIRMED.

i) Faculty Board
ii) Faculty Learning & Teaching Committee
iii) Faculty Research Committee
iv) Faculty Promotions Committee
v) Faculty Management Board

2. Dean’s Progress Report

A paper was circulated (tabled paper 1 – see attached) outlining the current Faculty financial position. The Chair reported that it was a School requirement from the Finance and General Purposes Committee that the operating deficit be removed by the end of the next academic year. It was envisaged that the deficit would be addressed by an expansion of student numbers. Faculty staff would have an opportunity to contribute their views in how the deficit would be addressed through their own plans.
It was **NOTED** that the School would produce a strategic plan as part of a three yearly requirement of HEFCE. An extract of a paper submitted to the HEFCE annual conference (tabled paper 2 - attached) was circulated. The paper identified four main ‘core’ areas essential to all HEIs and expectations in these areas. HEIs should have a clear policy on each of these core areas and identify themselves as innovative or excellent in at least one of these four disciplines (‘core plus’) in order to bid for extra funding.

3. *The Process of Planning*

The Chair reported that Deans of Faculty are required to provide a draft business plan for the Faculty by the 1st November 2002 (Appendix B). The Faculty plan would feed into the School’s overall three yearly plan. The Chair was anxious that all members of the Faculty should have an input into its production. The Dean, through meetings with the Chairs of Department and the Faculty Management Group, had already started the process. It was **AGREED** to call an extraordinary meeting of the Faculty Board to be held on Wednesday 30th November at 3pm to allow discussion of the draft before submission on the 1st November. It was **AGREED** that the next ordinary meeting of the Faculty Board would now take place on Wednesday 27th November at 2pm in place of that scheduled in the calendar for 5th November.

Members expressed some concern that a report from the departmental QAC Internal review had not yet been received and that this would cause problems drafting departmental plans. The Chair **AGREED** to follow this up, but reiterated that Faculty report would make assumptions, rather than firm statements, into which detail could be added at a later date.

The Chair discussed the Faculty financial position for the academic year 2002-3 as set out in tabled paper 1. It was **NOTED** that the income for teaching was based on figures for the previous academic year, but the actual income for 2002-3 would not be known until some time after enrolment. Income from research for 5-rated departments (Music, Anthropology and Study of Religions) would increase by 15%, resulting in an additional £130K, if the cut in the QR grants is restored in the current academic year. It was **NOTED** however that any increase in income would primarily be a result of an increase in student numbers.

4. *Associate Dean Teaching and Learning Report*

The Associate Dean for Learning and Teaching submitted a tabled paper (Tabled paper 3 – attached) outlining the learning and teaching priorities for 2002-3. It was **NOTED** that in the past the level of reflection about teaching and learning at SOAS had not been extensive and that the School had a poor record of student retention. The Board discussed a number of issues relating to the tabled paper and broader issues of learning and teaching in the Faculty. These issues would feed into the Faculty plan and would be taken forward at the Faculty Learning and Teaching Committee.
The Faculty Librarian brought to the Board’s attention the library web pages linked to Departmental sites which would provide resource links to other sites, e-journals and databases. Members should encourage students to use this resource link.

It was NOTED that course proposals, amendments and withdrawals should be submitted to Faculty Learning and Teaching Committee by Wednesday 23rd April 2003 for forwarding to the final meeting of the School Learning and Teaching Policy Committee on the 14th May 2003.

5. Associate Dean Research Report

The Associate Dean for Research submitted a tabled paper (Tabled paper 4 – attached) showing the research income for the 2001-2 academic year and research targets for the following two academic years.

It was NOTED that the Associate Dean for Research had taken over the duties formally undertaken by the Pro-Director for Research, and that research issues and strategy would be taken through the Faculty Research Committee and would make recommendations to the Research Policy Committee.

The Associate Dean for Research reported that he would be looking at progression and supervision of research students throughout the year as well as a number of other issues affecting research in the Faculty for both staff and students. He would draft a research strategy which would feed into the Faculty plan.

It was NOTED that staff will need to submit details of their research over the year by the end of January 2003 and Faculty administrative staff would send details of the mechanism for this over the coming months.

It was NOTED that the internal staff research fund had been set centrally this year at £27K. Details for academic staff wishing to claim a proportion of this money had been circulated to all staff in the Faculty. In addition to internal research money the Associate Dean for Research encouraged staff to apply to the Central Research Fund managed by the Pro-Director for Academic Affairs and Jacqui Arrol-Barker. The Research Office would still manage external research funds.

It was NOTED that a Research newsletter would be issued at the beginning of each term detailing research initiatives and information. The Board were encouraged to contact the Associate Dean for Research if they would like to include information or highlight major grants etc. in the newsletter.

It was AGREED that a scholarship noticeboard would be made available in the Faculty space.
6. **QAA Institutional Audit**

The timetable of the QAA Institutional Audit during 2002-3 was noted.

7. **Any Other Business**

Members of the Board expressed concern about the problems with the timetable for 2002-3.

The Faculty Librarian stated that he would like to meet Chairs of Department and will contact them in the coming weeks, to discuss the library collection.

It was **NOTED** that postgraduate students able to use and borrow books from UCL with a SOAS card.