Minutes of Meeting

Meeting: FACULTY OF HUMANITIES AND SOCIAL SCIENCES LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 14th November 2012 at 13.45

Venue: Council Chamber

Present: Dr P Lambert, Associate Dean (Learning and Teaching) (Chair)
Ms E Barratt Hacking, Department of Education
Dr D Clarke, Department of Politics, Languages and International Studies
Dr F Gillison, Department for Health
Prof A Lewis, Psychology
Dr T Skinner, Department of Social and Policy Sciences
Dr S Martin, Department of Education
Mr S McGall, Learning and Teaching Enhancement Office
Dr P McGuigan, Department for Health
Miss A Rees, Student
Prof J Sessions, Economics
Miss H Wade, Students’ Union
Dr C Winnett, Economics

In Attendance: Miss S E Jacobs, Faculty Assistant Registrar (Secretary)
Mrs A Spencer, Undergraduate Programmes Manager

Apologies: Dr J Brice, Graduate School Manager
Prof J Copestake, Department of Social and Policy Sciences
Dr H Diamond, Politics, Languages and International Studies
Prof S Gough, Associate Dean (Graduate Studies)
Ms H Harrison, Student
Dr R Joiner, Department of Psychology
Ms M Woodward, Learning Partnerships Office

ACTION

1113. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on the 24th October 2012 (paper 47) were agreed to be an accurate record of the meeting.

1114. MATTERS ARISING
(1) Minute 1098 (2) Peer Review of Teaching
Members were reminded that reports on peer review of teaching must be submitted by the 28th November 2012.
(2) **Minute 1098 (6) Equalities Impact Assessment**
The Chair reported that it had been confirmed that SSLCs are asked to report any cases they are aware of to the Associate Dean (Learning and Teaching). There is no expectation that there would be any discussion of individual cases by SSLC.

(3) **Minute 1099 (2) Unit Annual Monitoring Report**
The Chair reported that he had not yet updated the template but will do so. **Chair**

(4) **Minute 1105 Feedback Policies**
The Chair reported that it was not currently possible to see examples of feedback policies in the other Faculties.

1115. **CHAIR’S BUSINESS**

(1) **Formative Assessment**
The Chair reminded members of the Committee that all units must now include some form of formative assessment. He also promised to amend the Faculty Unit Annual Monitoring Report template to include a box requesting information on formative assessment.

(2) **Good Practice Discussion Report**
The Committee noted that a summary report and reminder of the further action and reporting required at Department level has been sent to Heads of Department and Directors of Studies.

(3) **Teaching Development Fund**
The Chair reported that there are now three categories for bids for funding: thematic, open, and for small projects up to £1,000.

(4) **Review of the NFAAR**
The Committee noted that a full review of the NFAAR will be undertaken during 2012/13. Mr Howard WHITE will chair a group with responsibility for leading this. All staff will be invited to submit comments and to attend meetings to discuss.

(5) **Unit and Programme Boards of Examiners**
The Committee noted that some changes and clarifications in relation to the membership and operation of Unit and Programme Boards of Examiners have recently been agreed and circulated.

(6) **Degree Scheme Review Exemption**
A request for an exemption from the Degree Scheme Review requirement for the MSc Healthcare Informatics and the MSc Healthcare Information Governance was approved by the University Learning, Teaching and Quality Committee.

1116. **UNIT AND PROGRAMME MATTERS**

(1) **Department of Education**
The Committee re-considered a proposed amendment to the assessment of ED20436 Childhood and Education in a Global Context, noting that the proposal had been referred back to the Department by the last meeting (paper 51). The Committee expressed concern over the proposed move to one single point of assessment, especially given Faculty efforts to encourage two points of assessment in response to student demand. The
Committee noted that while the External Examiner had confirmed that she was happy with the proposed change she had also expressed some concern in relation to the proposal. The Committee felt that there was insufficient evidence that the proposal to no longer assess the presentation element of the assessment for the unit was as a result of student feedback, since there appeared to be no direct evidence. The Committee agreed that the current Year 2 and Year 3 students should be asked to comment on the proposal. Dependent on the opinion of the students the proposal may be re-presented for further consideration by the Committee.

The Committee approved a proposal to rename the Postgraduate Certificate in Education and the Professional Graduate Certificate in Education (PGCE) ICT pathway to PGCE Computer Science, and to amend the unit titles for ED50236 and ED30234 (paper 52).

The Committee approved the amendments to the Programme Specifications for the Postgraduate Certificate in Education and the Professional Graduate Certificate in Education (PGCEs), (paper 53).

The Committee noted the recent decision to suspend recruitment to the Full-time MA in Education. The Department will undertake some market research to see how the programme can be up-dated to encourage more viable numbers.

The Committee approved proposed amendments to the Programme Specification for the MSc Primary Care (noting that the documents addressed queries raised at the last meeting of the Committee), (paper 54).

The Committee approved the proposed amendments to the Programme Specification for the MSc Sport and Exercise Medicine (paper 55).

The Committee approved the proposed content for a new unit which will replace the ‘dummy’ PL30865 unit which was established earlier in the year, with the new title of: The Rise of the Far Right in France (paper 56). The Committee noted that the unit content was developed following the arrival of a new member of staff. While it was noted that all students had been sent details of the proposed unit it might not have been clear to them that they also were being given the opportunity to comment on the proposal. It was agreed that students must clearly be invited to comment on proposed new and amended units either directly in response to an email or via their SSLC representative. The Committee noted that the word limit for the presentation write up element of the assessment should be added to the Unit Description.

The Committee approved a proposed new unit (PL3XXXX Comparative Elections and Voters). The Committee also approved the suspension of PL30441 Gender and European Politics for 2012/13 (paper 57).

The Committee approved an amendment to the titles of PL50665 and PL50685 (Dissertation units for the MA International Relations and European Politics and MA International Relation) to bring them into line with the revised programme titles, (paper 58).
The Committee approved proposed amendments to the assessment regulations for the MA International Relations, MA International Relations and European Politics, MA International Security, noting that the revisions will allow the Board of Examiners to consider part-time students who fail a unit before they reach the end of a Stage (paper 59).

The Committee approved the proposed addition of MN50472 to the MA Contemporary European Studies (Euromasters and Euromasters with Transatlantic Track), (paper 60).

The Committee approved the proposed amendment to the assessment of PL50868 International Organisations and World Politics, subject to the percentage weighting of the two items of coursework being clarified, (paper 61).

(4) **Department of Social and Policy Sciences**
The Committee approved proposed amendment to the assessment of SP20069 Philosophy of the Social Sciences, noting that the proposal addresses the queries raised at the last meeting of the Committee, (paper 62).

(5) **Qa4.1 Form**
Members of the Committee agreed that it would be useful for the QA4.1 pro forma to be revised before the end of the current year to provide more detailed guidance on the type of evidence of student consultation which is expected. It was also suggested that the form should make it clear in which circumstances it is possible to make a proposal without the need to consult students.

**UNIT AND PROGRAMME MATTERS APPROVED BY CHAIR’S ACTION**

(1) **Department for Health**
The Committee noted that the Chair approved a request for the MSc Healthcare Informatics to be exempt from the requirement for a Degree Scheme Review during 2012/13. This request has been forwarded to the University Learning, Teaching and Quality Committee for consideration.

(2) **Department of Politics, Languages and International Studies**
The Committee noted that the Chair approved a revision to the IELTS requirement for applicants to the MA Interpreting and Translating (increase to 7.5 overall score).

**FACULTY COMMITTEES**
The Committee noted the minutes of the following committee:
- Department of Education Learning, Teaching and Quality Committee, 3.10.12 (paper 63)