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

Date and Time: Wednesday 20th February 2013 at 1.45pm
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 R Maconachie, Department of Social and Policy Sciences
Ms H Fouquet, Learning Partnerships Office
Dr F Gillison, Department for Health
Dr R Joiner, Department of Psychology
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)
Ms A Hill, Deputy Graduate School Manager
Dr J Brice, Graduate School Manager

Apologies: Dr H Diamond, Politics, Languages and International Studies
Prof S Gough, Associate Dean (Graduate Studies)
Ms H Harrison, Student
Ms M Woodward, Learning Partnerships Office

ACTION

1138. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on the 12 December 2012 (paper 123) were agreed to be an accurate record of the meeting, subject to the correction to three minor typographic errors in Minute 1129.2 (ii), (iii), and (vii).

1139. MATTERS ARISING
(1) Minute 1129.2 (vii): Undergraduate Annual Monitoring Report, BA Early Years Care and Education (Swindon College)
The Committee noted that the formal response to the External Examiner had been omitted from the paperwork by the Secretary in error and that it had been noted by the Chair after the meeting.

(2) Minute 1129.3 (i): Programme Evaluation Survey (PES)
The Committee noted that the data arising from the PES are available to Directors of Studies via the vital statistics for annual reporting web page: [http://www.bath.ac.uk/student-records/statistics/index.htm](http://www.bath.ac.uk/student-records/statistics/index.htm)

(3) Minute 1129 (3) (iv): Undergraduate Annual Monitoring Report, FdSc and BSc Sport (Health and Fitness)
The Committee noted that a report had now been received from the External Examiner for these programmes.

(4) Minute 1129.6 (i): Undergraduate Annual Monitoring Report, FdSc Funeral Services
The Committee noted that the response letters to the External Examiners had been noted by the Chair following the meeting.

(5) Minute 1129.3 (iii): FdSc and BSc Sport (Coaching) (Weston College)
The Committee noted that there have been changes in staffing and that this is addressing some of the weaknesses identified in the annual monitoring report.

(6) Minute 1129.3 (vi): FdSc and BSc Sport (Coaching) (City of Bath College)
The Committee noted that the programme had already adopted the NFAAR during 2011/12.

1140. **e-LEARNING OBJECTIVES**
The Faculty e-Learning Officer attended the meeting to make a short presentation which provided an overview of the current e-Learning development activities and projects with which she is involved. The Committee noted that Ms Jones has recently attended several departmental meetings and that these had given rise to a number of new activities. She indicated that she would welcome being invited to attend further such departmental meetings.

The Chair explained that he had invited the Faculty e-Learning Officer to attend the meeting in order to help improve awareness and communications so that more academic staff could make use of the support which is available. Several members confirmed that attendance at Departmental staff meetings is an effective way of ensuring that academic colleagues are aware of the support which can be provided. In a number of cases, following recent visits, it was noted that new ideas for e-Learning developments were being explored.

The Committee noted that a number of staff development workshops have been recently held and that protocols are being developed to assist in the use of e-Learning more widely.

1141. **CHAIR’S BUSINESS**

(1) **Undergraduate Admissions**
The Chair reported that the applications for undergraduate degrees in the Faculty of Humanities and Social Sciences are up by 18.4% in comparison with the same time last year. This compares with an increase of 12.92% for the University as a whole and 2.5% nationally. The Committee noted that it would be useful to receive similar data in relation to Taught
Postgraduate applications, broken down by programme. Dr Brice indicated that he would explore this with colleagues in University Admissions.

(2) Unit Boards of Examiners
The Committee noted that independent observers have been attending all Unit Boards of Examiners and many sub-Programme Boards of Examiners in the recent weeks. A summary report highlighting good practice which might be shared widely and any issues which need to be addressed will be circulated in due course.

1142. ANNUAL MONITORING REPORTS FOR 2011/12 FOR TAUGHT POSTGRADUATE PROGRAMMES
The Committee considered reports for the programmes listed below. The Chair reminded members that all of the reports should have been submitted to the relevant Departmental Learning, Teaching and Quality Committee before being considered by this Committee but that this was not the case for many of the reports. The Committee agreed that this is an important step in the consideration process for annual reporting, to ensure that all reports are submitted in the correct format and incorporate all of the relevant information and appendices, as well as a means to ensure that any issues are being discussed appropriately at departmental level.

The Committee noted that the timing of the submission of taught postgraduate programme Annual Monitoring Reports is particularly difficult as it coincides with Semester 1 marking and Boards of Examiners. It was agreed that Directors of Studies should be encouraged to start drafting their reports as soon as the final Programme Boards of Examiners have taken place in November. It was recognised that External Examiners do not always submit their annual reports immediately after the final BEP and that reports cannot be finalised until these have been received, and also until the vital statistics data is provided by Registry. The Committee felt that it might be helpful to provide Directors of Studies with an example of what the Committee felt to be a ‘good’ Annual Monitoring Report.

In considering External Examiner reports as part of the paperwork submitted with Annual Monitoring Reports the committee noted that External Examiners are still asked to comment on viva voce examinations even though it is no longer possible to hold these for taught undergraduate and taught postgraduate students.

[Secretary's note: LTEO have confirmed that the External Examiner's annual report template will be amended to remove the reference to viva voce examinations for the next round of reporting.]

(1) Department of Economics
- MSc Economics and MSc Economics (Development), MSc International Money and Banking (paper 124)

The Committee noted that there were no major issues raised by students or external examiners in relation to these programmes which have not already been addressed. The Committee noted, however, that the report had been submitted using the previous year’s template and therefore had not provided any commentary on the theme for this year (the evaluation of the impact and effectiveness of the SSLC on the development and operation of the programme). It was also noted that the vital statistics data
submitted with the report were different to those provided by the SREO and it was not clear why this was the case. The Committee agreed that the Director of Studies should be asked to resubmit the report for approval by Chair’s action.

The Committee noted one of the External Examiner’s comments in relation to the NFAAR:PGT not allowing for the promotion of students to a higher degree classification if they had demonstrated ‘exit velocity’. The Chair commented that this was an issue which had been raised in a number of Programme Boards of Examiners and that, while he recognised that the current review of the NFAAR is concentrating on Undergraduate, he would raise this as an issue at University LTQC.

Chair

ii The Committee noted that a report had not yet been submitted for the following programme. The Director of Studies will be asked to submit the report as soon as possible.

- MSc Economics and Finance

(2) **Department of Education**

- PGCAPP (paper 127)
  The Committee noted that this programme has been withdrawn and replaced with a non-credit bearing programme for new teaching staff. The Committee agreed that there were no issues raised in the report, although it was interesting to note the External Examiner’s regret at the withdrawal of the programme.

- MA in Education (paper 128)
  The Committee noted that this programme had recently undergone a Degree Scheme Review and that the minutes and action plan arising from this will be submitted to the next meeting of the Committee. The Committee noted that one of the External Examiners for the programme had raised some concerns in her annual report and that these had been discussed at length by the Degree Scheme Review Panel.

- MA in Coach Education and Sports Development (paper 129)
  The Committee noted that this programme was also considered alongside the MA in Education in the recent Degree Scheme Review and that one of the recommendations of this was for the formal withdrawal of the programme and the development of a new programme to replace it. The Committee noted none-the-less that the report was detailed and thorough. The Committee noted that the remaining part-time students are continuing to be well supported through their studies.

- MA in Teaching English to Speakers of Other Languages (paper 130)
  The Committee noted that this programme was also considered alongside the MA in Education in the recent Degree Scheme Review. The Committee commented that the report reflected this and the fact that a number of changes to the programme had recently been approved. As a result the report was very forward looking. The Committee noted that there is an intention to raise the IELTS entry requirement for this programme.

- Postgraduate Certificate in Education and Professional Graduate
Certificate in Education (paper 131)
The Committee agreed that this was a comprehensive report. The Committee noted that one of the External Examiners raised some concerns with regard to the variability of feedback to students but that the Head of Department’s response letter did not address this. The Chair indicated that he would discuss this with the Head of Department.

Chair

The Committee noted that graduates of the PGCE programmes continue not to be invited to attend an award ceremony. Members of the Committee felt that this should be reconsidered. [Secretary’s note: Registry have indicated that the PVC (Learning and Teaching) is to consider this matter.]

Registry

(3) Department for Health

i

• MSc Sport & Exercise Medicine (paper 132)
The Committee noted that a number of changes had successfully been made to the programme with no major issues raised. The Committee noted that there are some concerns with regard to the level of e-Learning support available for programmes such as this which is delivered mostly via Distance Learning materials. The Committee noted that the full vital statistics for this programme had been omitted from the paperwork in error.

ii

• MSc Sports Physiotherapy (paper 133)
The Committee noted that this was a thorough report and that there were no major issues raised. It was also noted that a Degree Scheme Review would soon be taking place and that the documentation for this will include reference to the recent Programme Survey, to which 26 students had responded positively.

• MSc Primary Care (paper 134)
The Committee noted that this relatively new Distance Learning programme for practicing GPs was still in its early stages. It was noted that an External Examiner has not yet been appointed to the programme but that this is now in hand, with the expectation that one will be in place before the first Board of Examiners takes place. The Committee noted that there are issues in relation to the marketing of the programme and in the level of support available for e-Learning developments. [Secretary’s note: the Director of Administration confirmed after the meeting that this issue is under discussion with the Dean and the Associate Dean (Graduate Studies).]

• MSc Healthcare Informatics (paper 135) and MSc Healthcare Information Governance (paper 136)
The Committee noted that all students are in the final research phase of these two programmes and that feedback from students continues to be positive. The Committee noted that some students made reference to difficulties with a particular Research Project Design unit. Dr McGuigan explained that a lot of material and guidance is provided for students taking this unit, which is shared with other programmes in the Department, but that some have difficulty in engaging with this.

• MSc Rheumatology (paper 137)
The Committee noted that only one student remains on this programme, and is in the final research phase. The Committee noted that it is intended
to invite the External Examiner for the MSc Primary Care to also act as External Examiner for this last student.

(4) **Department of Politics, Languages and International Studies**

i  
- MA Interpreting and Translating and MA Translation and Professional Language Skills (paper 138)

The Committee noted that a Degree Scheme Review would soon be taking place to consider these programmes in detail. The Committee requested, however, that the report is referred back to the Department so that the section on impact and effectiveness of SSLCs could be added, for approval by Chair’s action.

PoLIS

ii  
- MA Contemporary European Studies: Politics, Policy and Society; MA Contemporary European Politics; MA International Security; MA Politics and International Studies; MA International Politics (paper 139)

The Committee noted that Head of Department letters in response to the External Examiners’ reports had not yet been sent but would be in the next couple of days. The Committee referred the report back to the Department so that the section on the impact and effectiveness of SSLCs could be added, for approval by Chair’s action.

PoLIS

(5) **Department of Psychology**

- MSc Health Psychology (paper 140)

The Committee agreed that this was a comprehensive report, noting the positive feedback from students. The Committee noted that the External Examiner made reference to some variability in feedback to students, and that while he also indicated that he did not necessarily see this as a problem, it was felt that the Head of Department’s letter should have made reference to this and how the Department might address the issue. It was agreed that the Department should be asked to given this some further consideration.

Psych

(6) **Department of Social and Policy Sciences**

i  
- MSc International Development and MSc Wellbeing & Human Development (paper 141)

The Committee noted that the programmes ran smoothly with no major issues and that they underwent a Degree Scheme Review in 2012. External Examiners’ reports and Head of Department responses were not available but will be submitted to a future meeting of the Committee.

Sec

[Secretary’s note: while the report indicates that recruitment to the MSc Wellbeing and Human Development has been suspended for 2013/14, this is in fact not the case. Changes to the programme, including a new title, have been approved and recruitment is continuing.]

ii  
- MSc Business and Community (paper 142)

The Committee noted the positive comments made by the External Examiner for this programme. It was also noted that recruitment to this programme has been suspended with effect from 2012/13. The Committee requested that the report should be resubmitted using the current template which would include reference to the impact and effectiveness of the SSLC.

SPS

iii  
- MSc International Public Policy Analysis (paper 143)
The Committee noted that this was the first year in which the newly titled programme has run. It was also noted that the External Examiner’s report had not yet been received but that the Director of Studies had contacted the External Examiner to request urgent submission. The report and Head of Department’s response will be submitted to a future meeting of the Committee.

iv  • MSc Social Research (paper 145)
The Committee noted that with effect from 2012/13 no further students are being recruited to this programme, which has been formally withdrawn. The Committee noted the positive External Examiner’s report although pointed out that the response letter should have been from the Head of Department, rather than the Director of Studies.

v  • MSc Death and Society (paper 146)
The Committee noted that 2011/12 was the last year in which students were recruited to this programme, which has been formally withdrawn. The Committee noted that the Department would be asking one of their other programme External Examiners to take on the responsibility of this additional programme until the few remaining students who are in the final research phase of their studies have completed their degree.

(7) **MRes Programmes**
The Committee considered a report for the suite of 14 Master of Research programmes (paper 147), noting that in 2011 four new interdisciplinary MRes programmes forming part of the ESRC SW DTC with Bristol and Exeter had been added. The Committee note that a Degree Scheme Review which will consider all of these programmes would be undertaken during 2012/13. The Committee noted that the annual reports from the two External Examiners had not yet been received but that they have been contacted and asked to submit as a matter of urgency. These will be submitted to a future meeting of the Committee. The Committee noted that MRes students are invited to take part in the relevant department-based SSLC meetings, although the Director of MRes Programmes also meets with the entire cohort of MRes students on three occasions in the year in order that they have an opportunity to raise issues of concern.

1143. **UNIT AND PROGRAMME MATTERS**

(1) **Department for Health**
i The Committee approved proposed changes to the MRes Health and Wellbeing (paper 153).

ii The Committee approved proposed changes to the PG Cert/Pg Dipl/MSc Research Health Practice (paper 154). It was suggested, however, that the common sections of the Programme Specification might need to be updated.

iii The Committee approved proposed changes to the Professional Doctorate in Health (paper 155).

(2) **Department of Politics, Languages and International Studies**
i The Committee approved a proposed new unit: PL3XXXX Gender in Contemporary Spain for implementation in 2013/14 (paper 157), subject to a correction to the word limit for the assessed coursework from 3,500 – 4,000 to a single figure.
The Committee considered proposed changes to English Language Centre Units: EL10270 Effective Writing for Native Speakers of English; EL10271 and EL10272 Reading and Vocabulary; and EL10693 and EL10694 Formal Academic Spoken English for implementation in 2013/14 (paper 158).

The Committee noted that there appeared from the paperwork to have been no consultation with Directors of Studies across the university with regard to the changes to these units which can be taken by all students. It was suggested that consideration should be given to how in the future such a consultation could form part of the procedure for the approval of units offered by the English Language Centre.

The Committee approved the proposed changes, subject to a clarification of the assessment requirements for EL10270. The Committee also noted that the proposed changes to EL10271 were such that it might in fact be more appropriate for this to be considered as a new unit.

(3) Department of Social and Policy Sciences

i The Committee approved proposed changes to SP30129 Sexual Violence and SP20050 Sociology of Criminal Justice Policy, for implementation in 2013/14 (paper 160).

ii The Committee considered proposed changes to units following the approval of a change in programme title for the MSc Wellbeing and Human Development (to MSc Wellbeing in Public Policy and International Development), all for implementation in 2013/14 (paper 161):

- SP50230 Wellbeing and Human Development 1,
- SP50231 Wellbeing and Human Development 2,
- SP50232 Wellbeing and Human Development extended essay,
- SP50227 Sustainable Development: Livelihoods and Wellbeing,
- SP50225 Globalisation 2: Political Economy of Globalisation

The Committee noted that while the proposed changes had been discussed at a Department Learning, Teaching and Quality Committee the final proposal documents had been approved by Chair’s action. The Committee also noted that the SSLC had been involved in initial discussions relating to the changes but had not yet seen the final proposed unit changes so these will be included on the agenda of the next meeting.

The Committee approved the proposed changes, subject to clarification that the proposed word limit for the assessed work of SP50230 was correct and subject to all units being presented on the current unit description template.

(4) Matters approved by Chair’s action

The Committee noted details of unit and programme changes which have been approved by Chair’s action (paper 162).

1144. FACULTY COMMITTEES

The Committee noted the minutes of the following committees:

- Department of Education Learning, Teaching and Quality Committee 24.10.12, 21.11.12, and 26.11.12 (paper 163)
- Department of Economics Learning, Teaching and Quality Committee, 5.12.12 (paper 164)
- Department of Politics, Languages and International Studies Learning, Teaching and Quality Committee, 4.12.12 (paper 165)