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

Date and Time: Wednesday 24th October 2012 at 13.45
Venue: 1WN3.8

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
Prof J Copestake, Department of Social and Policy Sciences
Dr F Gillison, Department for Health
Prof S Gough, Department of Education
Dr R Joiner, Department of 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
Prof J Sessions, Economics
Miss H Wade, Students’ Union
Dr C Winnett, Economics

In Attendance: Miss S E Jacobs, Faculty Assistant Registrar (Secretary)
Miss A Hill, Deputy Graduate School Manager
Mrs P Lowton, Faculty Assistant Registrar
Mrs A Spencer, Undergraduate Programmes Manager

Apologies: Dr J Brice, Graduate School Manager
Dr H Diamond, Politics, Languages and International Studies
Prof A Lewis, Psychology
Ms M Woodward, Learning Partnerships Office

ACTION

1095. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on the 20th June 2012 (paper 1) were agreed to be an accurate record of the meeting.

1096. MATTERS ARISING
(1) Minute 1082 (2): Student Experience Meetings
The Chair reported that meetings would be arranged to take place earlier this year than last year and that Heads of Department have recently been contacted about this.
Minute 1092: Plagiarism
The Secretary reported that she had recently been involved in a meeting with Registry colleagues and that proposed revisions to the potential list of penalties for assessment offences in QA53 will be considered by the next meeting of the University Learning, Teaching and Quality Committee.

1097. TERMS OF REFERENCE
(1) The Committee noted the Terms of Reference of the Committee for 2012/13 (paper 2) and the list of members for 2012/13 (paper 5).

(2) The Committee noted the draft schedule of business for 2012/13 (paper 3). It was noted that this will be updated throughout the year, and placed on the Faculty web page for reference. The Committee noted that in order to be able to manage certain agenda items within the deadlines set for submission to University level committees (for example, the approval of new programmes of study), it might be necessary to schedule additional meetings of the Committee.

(3) The Committee noted the schedule for unit and programme changes for 2012/13 (4). The Chair stressed the need to keep within the stated deadlines whenever possible.

1098. CHAIR’S BUSINESS
(1) **2012 National Student Survey**
The Chair reported that there were no departmental reviews required this year but that all Heads of Department have been asked to develop an action plan. It was agreed that these should be considered at the December meeting of the Committee. Members were reminded that students should be involved in discussions via the SSLC meetings.

(2) **Peer Review of Teaching**
The Chair reminded the Committee that reports must be submitted by the 28.11.12 for consideration at the December meeting of the Committee. He reported that he had sent instructions and a template for recording observation activities to the Heads of Department and Directors of Learning and Teaching.

(3) **Feedback Policies**
The Chair reminded Committee members that the review of feedback policies should be an on-going process and that current feedback policies should be presented to SSLC meetings for discussion as early as possible.

(4) **Generic Marking Criteria**
The Chair reported that all departments had now translated their generic marking criteria into the agreed common format.

(5) **Assessment Offences**
The Chair reminded Committee members that the Directors of Learning and Teaching had agreed to meet to review assessment offences which had been considered within the Faculty during 2011/12. A summary report of all offences will be available for the next meeting of the group.

(6) **Equalities Impact Assessment**
The Committee noted a recent request for SSLCs and Directors of Studies
to report any issues affecting students according to their gender, race or known disability status due to anomalous or partial operation of the QA Code of Practice (paper 6). Members expressed some concerns with the implication that SSLCs might be expected to discuss specific incidences of discrimination. The Chair agreed to seek greater clarity in relation to the request.

Chair

(7) **Electronic Submission of Coursework**
Members of the Committee confirmed that all Undergraduate students in the Faculty are now required to submit all coursework electronically via Moodle, and that this is also the case for the majority of postgraduate students. It was noted in some Departments students are also expected to submit a hardcopy at the same time.

(8) **Academic Integrity Test**
The Committee noted that the Department for Health expects all students to have completed the AIT in advance of their first coursework submission deadline in November. It was agreed that other Departments might like to consider this for 2013/14.

1099. **QA CODE OF PRACTICE**
(1) The Committee noted a summary of revisions made to the Quality Assurance Code of Practice effective from 1.8.12 (paper 7).

(2) The Committee noted useful QA focus list for Departments (paper 8). The Committee noted also guidance for Department Learning, Teaching and Quality Committees with regard to their QA responsibilities.

The Chair reported that he would add an additional box to the Faculty template for the annual monitoring of units to prompt reference to formative assessment.

Chair

1100. **GOOD PRACTICE DISCUSSION**
The Committee noted the instructions for the 2012/13 Good Practice Discussion: Student Involvement in QA and Enhancement, circulated in July 2012 (paper 9).

1101. **PROFESSIONAL ACCREDITATIONS**
(1) **Department of Social and Policy Sciences**
The Committee noted that the responsibility for Social Work programmes has transferred from the General Social Care Council (GSCC) to the Health and Care Professions Council (HCPC, formerly HPC). Both the BSc Social Work and Social Studies programme and the BSc Social Work (Wiltshire College) are scheduled for HCPC approval visits in 2014/15. In the meantime the customary annual monitoring returns are not required.

(2) **Department of Education**
The Committee noted that an annual Self Evaluation Document is to be submitted to the Teaching Agency by the end of December 2012 in relation to the Postgraduate Certificate in Education and Professional Graduate Certificate in Education. The draft document will be submitted to this Committee for approval.

(3) **Department of Psychology**
The Committee noted that the British Psychological Society will consider the BSc Psychology for re-accreditation during 2012/13, visiting the
Department of Psychology in March 2013. The draft submission document will be submitted to this Committee for approval.

1102. DEGREE SCHEME REVIEWS

The Committee noted the list of scheduled Degree Scheme Reviews for 2012/13 (paper 10), noting that there is large number of reviews scheduled to take place during this year. It was agreed that if a Department felt that it would be appropriate to combine several programmes for consideration by the same review panel a proposal for this may be submitted for consideration by the Faculty and University Learning, Teaching and Quality Committees.

1103. UNITS AND PROGRAMMES

(1) Learning Partnerships Office

The Committee received briefing papers outlining the following programmes which have transferred to the Faculty following the disestablishment of the Division for Life-long Learning (paper 15):

- FdA/BA (Hons) in Early Year Care and Education, delivered by Swindon College (Department of Education)
- FdSc/BSc (Hons) Sport (Coaching), delivered by City of Bath and Weston College (Department for Health)
- FdSc/BSc (Hons) Sport (Health and Fitness), delivered by City of Bath and Weymouth College (Department for Health)
- FdSc/BSc (Hons) Sport (Therapy), delivered by Swindon College (Department for Health)
- FdSc/BSc (Hons) Addictions Counselling, delivered by Action on Addiction (Department for Health)
- BSc (Hons) Social Work, delivered by Wiltshire College (Department of Social and Policy Sciences)

(2) Department of Education

(i) The Committee considered a proposed amendment to the Programme Regulations for the MA in Education, MA Teaching English to Speakers of Other Languages and the MA in Coach Education and Sports Development (paper 16). The Committee noted that following the implementation of the NFAAR:PGT it had become apparent that an amendment to the regulations for part-time students to allow the Programme Board of Examiners to take decisions with regard to supplementary assessment prior to the completion of the taught stage would be necessary. The Committee approved the proposed amendment, subject to a small amendment being approved by Chair’s action after the meeting.

(ii) The Committee considered proposed amendments to ED20436 Childhood and Education in a Global Context (paper 17). The Committee noted that it was not clear whether the presentation would remain as a formative, rather than summative, piece of assessment for the unit. There were also some concerns raised with regard to the reasons given for the proposed changes to the assessment of the unit. The Committee noted that the proposed removal of the presentation as a summary assessment was in part in response to student feedback but also noted that it would have been useful for the date of the SSLC meeting at which this was raised and some details regarding the issues raised by the students included in the proposal document. The Committee agreed that
the proposal should be referred back to the Department for further work before being presented to the next meeting for reconsideration.

(3) **Department for Health**

(i) The Committee considered proposed amendments to the Programme Specification for the **BSc Sport and Exercise Science** (paper 18), noting that the aims of the programme had been redrafted to better describe them, rather than their meaning being changed. The Committee noted that this was an action from the recent Degree Scheme Review. The Committee approved the proposed amendments.

(ii) The Committee considered proposed amendments to the Programme Specification for the **MSc Sports Physiotherapy** (paper 19), noting that the changes were bringing the document up-to-date and incorporating an addition to the regulations which will allow the Programme Board of Examiners to make decisions about supplementary assessment for part-time students before they have completed the taught stage. The Committee approved the proposed amendments.

(iv) The Committee considered proposed amendments to the Programme Specification for the **MSc Primary Care** (paper 20). The Committee was unsure whether some of the proposed changes to the document were bringing it into line with changes to the programme which had previously been approved or if they were new proposals. If they were new proposals then a rationale would be required, to be presented to the next meeting of the Committee.

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

The Committee considered proposed amendments to **SP20069 Philosophy of the Social Sciences** (paper 21). The Committee raised a number of queries in relation to the proposal and identified a number of details on the unit description which needed to be addressed. It was agreed that the proposal would need to be referred back for further work and for a fuller rationale for the proposed change to the method of assessment to be provided for consideration at the next meeting of the Committee.

1104. **UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme amendments which have been approved under Chair’s action since the last meeting (paper 22). The Chair pointed out to the Committee that there had been a large number of late requests for approval. He reminded members that wherever possible changes to units and programmes must be submitted in line with the published deadlines.

1105. **FEEDBACK POLICIES**

The Committee noted reports on the review of feedback policies received and approved by the Chair following the last meeting of the Committee (paper 23). It was suggested that it would be useful to see the feedback policies for departments in other Faculties in order that best practice could be shared. The Chair agreed to raise this with the Associate Deans (Learning and Teaching) in the other Faculties.

1106. **TEACHING DEVELOPMENT FUND 2012/13**

The Committee noted details of a bid from this Faculty which has been funded: Developing technology-enabled learning activities that embed serious simulation
games in the Faculty of Humanities and Social Sciences curriculum (paper 24).

1107. UNIVERSITY COMMITTEES
The Committee noted the minutes of the following committees:
- Programmes and Partnerships Approval Committee, 16.5.12 (paper 25).
- Programmes and Partnerships Approval Committee, 28.5.12 (paper 26).
- Learning, Teaching and Quality Committee, 10.7.12 (paper 27).
- Academic Programmes Committee, 12.7.12 (paper 28).

1108. FACULTY COMMITTEES
The Committee noted the minutes of the following committees:
- Department of Education Learning, Teaching and Quality Committee, 18.4.12 (paper 29).
- Department of Education Learning, Teaching and Quality Committee, 23.5.12 (paper 30).
- Department of PoLIS Learning, Teaching and Quality Committee, 24.4.12 (paper 31).
- Department of PoLIS Learning, Teaching and Quality Committee, 23.5.12 (paper 32).
- Department of PoLIS Learning, Teaching and Quality Committee, 13.7.12 (paper 33).
- Department of Social and Policy Sciences Learning, Teaching and Quality Committee, 3.10.12 (paper 34).

A query was raised in relation to a comment in paper 29. This will be followed up outside of the meeting.

1109. FACULTY GUIDANCE NOTES
The Committee noted updated guidance notes, which are placed on the Faculty web page (http://www.bath.ac.uk/hss/internal.bho/) for reference (papers 35 – 45):
- FGN1 New programmes approval process
- FGN2 2012/13 Schedule for approval of unit and programme changes due for implementation in 2013/14
- FGN3 Approval and recording of unit and programme changes
- FGN4 Online unit evaluation and Annual Monitoring of Units
- FGN5 Minor Unit Description changes
- FGN6 Electronic sampling protocol
- FGN7 Scaling of unit marks
- FGN8 Good practice in marking and moderation
- FGN9 Turnitin: interpreting similarity scores and originality reports for UG, PGT and PGR
- FGN10 Summary good practice for Boards of Examiners
- FGN11 Word count policy for assessed work

1110. SSLC ANNUAL REPORTS FOR 2011/12
The Committee noted the Annual Reports for all Undergraduate and Postgraduate SSLCs in the Faculty for 2011/12 (paper 47).