Minutes of Meeting

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

Date and Time: Wednesday 8th May 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 F Gillison, Department for Health
Dr R Joiner, Department of Psychology
Prof A Lewis, Psychology
Dr S Martin, Department of Education
Mr S McGall, Learning and Teaching Enhancement Office
Dr P McGuigan, Department for Health
Dr R Maconachie, Department of Social and Policy Sciences
Ms H Fouquet, Learning Partnerships Office
Miss A Rees, Student

In Attendance: Miss S E Jacobs, Faculty Assistant Registrar (Secretary)
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
Prof J Sessions, Economics
Dr T Skinner, Department of Social and Policy Sciences
Mrs A Spencer, Undergraduate Manager
Miss H Wade, Students’ Union
Dr C Winnett, Economics

ACTION

1161. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on the 27th March 2013 (paper 180) were agreed to be an accurate record of the meeting.

1162. MATTERS ARISING
(1) Minute 1150 (3) Annual Monitoring Report: MA Interpreting and Translating and MA Translation and Professional Language Skills
The Committee noted that this report has not yet been resubmitted for PoLIS/
consideration by Chair’s action. The Secretary will contact the Department about this.

(2) Minute 1151 (11) University Strategic Plan for Learning and Teaching
The Chair reported that a draft University Strategy document would be placed on the University’s internal web page for comment in the next few days. He urged colleagues to discuss the draft document at their Departmental committees.

(3) Minute 1155 (3) ii MSc Health Psychology
The Committee noted that following the last meeting of the Committee, it had been agreed that all units would be designated as Stage Required Units. It was also noted that the final paperwork had not yet been approved by Chair’s action because there was a query to be resolved in relation to the wording of the Programme Specification. As soon as this has been resolved, the Chair will be asked to approve and then partial exemption from the NFAAR:PGT will be sought from ULTQC to allow a Programme Board of Examiners to be held in February (before the end of the Stage).

1163. **CHAIR’S BUSINESS**

(1) **Turnitin Plagiarism Detection**
The Chair explained that there are some differences in approach with regard to the use of Turnitin currently. In some Departments it is used solely as a policing tool for the detection of plagiarism, while in others there is a move to using it as a developmental tool by allowing students to submit their coursework for checking before they finally submit. Some members of the Committee expressed concerns with regard to the ability of students to interpret similarity scores, while others indicated that they thought it would be helpful for students to be able to view their work in this way as a means to understand the many kinds of plagiarism and to help them develop their writing skills. The Chair suggested that it would be useful to have a Faculty-wide approach to this and to this end he asked Chairs of Department LTQCs to discuss the proposal for allowing students to submit their coursework to Turnitin before their final submission at their next meetings.

(2) **Unit and Programme Changes**
The Committee noted a document which listed the most common issues and omissions in papers submitted for the approval of unit and programme changes (paper 181). It was agreed that subject to a few additions to the document this should be added to the Faculty Guidance Note 3 and placed on the Faculty web page.

(3) **Electronic and Hardcopy Coursework Submission**
The Chair informed the Committee that the current variety of practice in relation to the electronic or hardcopy (or both) submission of coursework within the Faculty is confusing for students. He suggested that he would like to move to a Faculty-wide policy and this was supported by the student member of the Committee. The Chair requested that Department LTQCs should discuss this at their next meetings.

1164. **QA CODE OF PRACTICE**
The Committee considered proposals for the updating of QA44: Programme Handbooks and Programme Specifications: Provision of Programme Information
to Students (paper 182). The Committee noted that Directors of Studies had already had the opportunity to contribute to the review of this QA statement. The Committee welcomed the clarifications included in the revised statement. The Committee noted that it has been practice in the Faculty for the majority of programmes to make handbooks available in electronic format only. It was therefore agreed that if it is necessary to be able to identify which students have not accessed the electronic handbook via Moodle it must be possible to obtain a report via Moodle which lists those students in a cohort who have not done so. The Committee noted that QA44 does not make any reference to the provision of handbooks to postgraduate research students (MPhil/PhD), and that this is also not covered by QA7. The Committee felt that this needed to be addressed.

1165. EXTERNAL EXAMINERS’ REPORTS 2011/12
The Committee considered an overview of reports received from External Examiners for Undergraduate and Postgraduate Programmes for 2011/12 (paper 183). The Committee noted that External Examiners have raised issues in relation to their role under the NFAAR:UG and PGT. The Chair reported that the review of NFAAR:UG will include a reconsideration of the role of External Examiners in Unit and Programme Boards of Examiners. It was also noted that the up-coming Directors of Studies Away Day will include a session with the Chair of the NFAAR:UG Review Group. The Committee also noted that while the report indicated that the majority of External Examiners are happy with the NFAAR there were some negative comments in particular in relation to the lack of flexibility for Programme Boards of Examiners when considering the award of Merit and Distinction awards for Postgraduate Taught programmes. The Committee agreed that this element of the NFAAR:PGT should urgently be reviewed. The Committee noted that it is expected that SSLCs will receive all external examiner reports but that it appeared from the 2011/12 SSLC Annual Reports that this was not happening in all cases. The Chair urged Committee members to help ensure that this happens in the future.

1166. UNITS AND PROGRAMMES
(1) Department of Education
i The Committee noted that Academic Programmes Committee Stage 1 approval had been achieved for the establishment of PG Certificate in Educational Studies, PG Diploma in Education and MPhil exit awards for the Doctor of Education. The Committee considered and approved proposed amendments to the Doctor of Education (EdD) and a proposal for the Stage 2 approval of the creation of the exit awards (paper 184). Subject to the updating of the Programme Specification to include the current generic sections, it was agreed that the proposal for the establishment of the exit awards should be forwarded for consideration by the University Programmes and Partnerships Approval Committee.

ii The Committee approved a proposal for the withdrawal of the MA Coach Education and Sports Development with effect from 2013/14 (paper 185), noting that this had been recommended by the recent Degree Scheme Review for the programme. The Committee noted the remaining 5 part-time students were being appropriately supported through to the end of their studies. The Committee agreed that the proposal should be forwarded for consideration by the Academic Programmes Committee.

(2) Department of Politics, Languages and International Studies
The Committee approved the proposed revisions to postgraduate units and programmes (paper 186):
• Re-instatement of PL50785 Memory Cultures – memory politics and PL50605 The Politics of Migration.
• Suspension of PL50839 National Security of the UK: policy, strategy and practice.
• Addition of pre-requisite for PL50764 International Security: the contemporary agenda.

(3) Faculty MRes Programmes
The Committee considered proposed amendments to Faculty-wide units which form part of the MRes programmes (paper 187):
• XX50170 Principles and Skills of Social Research
• XX50134 Quantitative Methods 1: Introduction to Quantitative Methods
• XX50138 Qualitative Methods 2

The Committee noted that the learning outcomes for the units did not appear to be expressed in appropriately Masters level language. The Committee approved the changes but subject to the learning outcomes for the XX50134 and XX50138 being revised for final approval by Chair’s action.

1167. UNIT AND PROGRAMME MATTERS
The Committee noted details of unit and programme changes which have been approved by Chair’s action (paper 188).

1168. FACULTY COMMITTEES
The Committee noted the minutes of the following committees:
• Department of Education Learning, Teaching and Quality Committee, 6.3.13 (paper 189).
• Department of Politics, Languages and International Studies Learning, Teaching and Quality Committee, 15.1.13 (paper 190)
• Department of Social and Policy Sciences Learning, Teaching and Quality Committee, 6.3.13 (paper 191)

The Committee noted that the Department of Social and Policy Sciences had been considering the submission of a proposal that the University reconsider extending the 3 week feedback deadline to students for assessed work. The Chair explained that it would not be possible to take this any further due to QA regulations but advised that if there are issues at department level with regard to staff being unable to meet deadlines due to workload there are a number of strategies which can be considered, such as the staggering of submission deadlines, variety of assessment tasks, and the employment of GTAs and Teaching Fellows.