



Meeting: FACULTY OF HUMANITIES AND SOCIAL SCIENCES
BOARD OF STUDIES

Date and Time: Wednesday 21st November 2012 at 2.15pm

Venue: Council Chamber

Present: Prof R Eatwell, Dean (Chair)
Dr P Lambert, Associate Dean (Learning and Teaching)
Dr D Bence, School of Management
Dr J Bilzon, Head of Department for Health
Prof I Butler, Head of Department of Social and Policy Sciences
Dr D Clarke, Deputy Head of Department of Politics, Languages and International Studies
Dr J Francombe, Department of Education
Ms A Friend, Undergraduate student
Dr J Gavin, Department of Psychology
Dr D Griffiths, Faculty of Engineering and Design
Dr M Hayden, Head of Department of Education
Prof C Ioannidis, Head of Department of Economics
Ms R Norfolk, Postgraduate Research Student
Dr A Salo, Department for Health
Dr T Skinner, Department of Social and Policy Sciences
Dr A White, Department of Politics, Languages and International Studies
Ms H Wade, Students' Union

In Attendance: Mrs P Lowton (Secretary)

Apologies: Prof S Gough, Associate Dean (Graduate Studies)
Prof D Stanton Fraser, Associate Dean (Research)
Ms E Barratt Hacking, Department of Education
Dr A Dinerstein, Department of Social and Policy Sciences
Prof C Lees, Head of Department of Politics, Languages and International Studies
Dr K Rodham, Department of Psychology
Dr D Thompson, Department for Health
Ms C Tylee, Faculty Librarian
Prof B Verplanken, Head of Department of Psychology
Dr L Watts, Faculty of Science
Ms M Woodward, Head of Learning Partnerships

ACTION

2139. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Board held on the 10th October 2012 were approved as a correct record of the proceedings (paper 98).

2140. MATTERS ARISING FROM THE MINUTES

(1) Minute 2119 QAA IR Library Involvement:

It was noted that the Library had been consulted over Institutional Review, and any related issues included in the Self-Assessment Document. There were no issues arising specifically regarding the Faculty.

(2) Minute 2120 NFAAR Feedback:

It was noted that an NFAAR review committee, chaired by Howard White, is in the process of being established. Feedback from both academic staff and the Students' Union will be sought in the near future.

2141. CHAIR'S BUSINESS

(1) UCAS Applications

The Chair reported that Faculty recruitment is showing the same number of UCAS applicants as last year, which is strong against the sector trend. The University as an institute is 7% up on the sector norm.

(2) Nancy Crawshaw Prize

It was noted that no nominations were received for the 2012 Nancy Crawshaw Prize. The prize fund will be carried over to next year.

2142. BOARD OF STUDIES SUB-COMMITTEES

(1) Department Staff-Student Liaison Committee

The Board noted the default membership and terms of reference for 2012/13. (paper 100)

(2) Department of Psychology MPhil / PhD Staff-Student Liaison Committee

The Board approved the membership and terms of reference for 2012/13. (paper 101).

(3) Department of Politics, Languages and International Studies Staff-Student Liaison Committee

The Board approved the membership and terms of reference, including 2b which is additional to the default set for 2012/13 (paper 102).

PL Sec

After debate it was further agreed to implement the additional Term of Reference 2b ("To consider suggestions and concerns raised by students and staff relating to teaching and the broader student experience in the Department.") across the Faculty. The Secretary to the Board will contact all Departments to inform them of this, and circulate an updated default Terms of Reference set. It was noted by the SU member of the Board that the PoLIS paper was an example of good practice, encouraging a bottom up approach, and emphasising student views.

ACTION

(4) **Faculty Research Committee 2012/13**
The Board approved the membership of Faculty Research Committee for 2012/13. (paper103).

(5) **QA45 Accreditation of Prior Learning Revisions**
The Board noted that following revisions to QA45 it has been agreed by the University Learning, Teaching and Quality Committee that each Board of Studies must establish an Accreditation Sub-Committee (paper 104). The Board noted that Steve Gough had agreed to Chair the Committee. Departmental members are to be nominated. The Secretary to the Board will contact all Heads of Department.

Sec

(6) **Faculty Board of Studies Academic Reviews & Assessment Offence Inquiries Sub-Committee 2012/13**
The Board approved the membership of the Academic Reviews & Assessment Offence Inquiries Sub-Committee 2012/13, (paper 105).

2143. MEMBERSHIP OF PROGRAMME BOARDS OF EXAMINERS AND UNIT BOARDS OF EXAMINERS FOR 2012/13

The Board noted the recent guidance on Programme and Unit Board membership, and further guidance from ULTQC, (paper 106).

The Board approved the Programme and Unit Board membership lists for 2012/13 as received in papers 107 – 131.

2143. GRADUATE SCHOOL REVISION TO EXTERNAL EXAMINER'S REPORT FORM

The Board requested that the proposed revision to the External Examiners' report form for research degrees (EX5) be dealt with under Chair's action, (paper 132)

**PL Sec /
SG/RE**

2144. FACULTY COMMITTEES

(1) The Board received the minutes of the **Faculty Research Committee** on the 26th September 2012, (paper 133).

(2) The Board received the minutes of the **Faculty Learning, Teaching and Quality Committee** on the 24th October 2012. (paper 134).

(3) The Board received the minutes of the **Faculty Research Students' Committee** on the 11th October 2012. (paper 135)

(4) The Board received the minutes of the **Faculty Executive Committee** on the 5th November 2012. (paper 136)