

Minutes of Meeting

Unreserved Business

Meeting: FACULTY OF HUMANITIES AND SOCIAL SCIENCES
BOARD OF STUDIES

Date and Time: Wednesday 8th October 2014, 2.15pm

Venue: CB 3.16

Present: Prof I Butler, Dean (Chair)
Prof D Galbreath, Associate Dean (Research)
Prof P Lambert, Associate Dean (Learning and Teaching)
Dr J Devine, Head of Department of Social and Policy Sciences
Ms H Fouquet, Learning Partnerships Office (alternate member)
Dr N Hinvest, Department of Psychology
Prof J Hudson, Department of Economics
Prof C Lees, Head of Department of Politics, Languages and International Studies
Dr S Martin, Department of Education
Mr T Parker, Students' Union
Dr P Postl, Deputy Head of Department of Economics (alternate member)
Dr A Salo, Department for Health
Mr A Stringfellow, Students' Union
Prof B Verplanken, Head of Department of Psychology
Dr K Von Oppen, Department of Politics, Languages and International Studies
Dr K Woodthorpe, Department of Social and Policy Sciences
Dr Z Yalabik, School of Management

In Attendance: Mrs P Lowton (Secretary)
Mrs R Acres

Apologies: Prof S Gough, Associate Dean (Graduate Studies)
Dr J Bilzon, Head of Department for Health
Prof M Finus, Head of Department of Economics
Dr J Francombe-Webb, Department of Education
Dr D Griffiths, Faculty of Engineering and Design
Dr M Hayden, Head of Department of Education
Ms K Jordan, Faculty Librarian
Dr M Souto Otero, Department of Education
Dr L Watts, Faculty of Science
Dr C Winnett, Department of Economics

ACTION

2548. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Board held on the 14th May 2014 were approved as a correct record of the proceedings (paper 55). In reference to minute point 2469, the Faculty Marketing Office has been asked to provide an update to the next Board of Studies on the activity related to increasing the profile of research centres.

Secretary

2549. TERMS OF REFERENCE

The Board noted the Terms of Reference of the Board of Studies (paper 56). The Board noted that an amendment to the Terms of Reference is required to refer to 'School/Faculty' rather than 'School'. The Dean reminded members that the Board of Studies reported to Senate on all matters related to teaching, learning and research, including curriculum and examinations.

Secretary

2550. MEMBERSHIP MATTERS

The Board noted the list of members for 2014/15. (paper W57)

2551. BOARD OF STUDIES SUB-COMMITTEES

The Dean thanked colleagues who had served on these sub-committees and noted the value they added to the Faculty.

(1) Faculty Board of Studies Academic Reviews & Assessment Offence Inquiries Sub-Committee 2014/15

The Board approved the proposed membership for the Academic Reviews & Assessment Offence Inquiries Sub-Committee 2014/15 (paper W58).
(Secretary's note: more members from the Department of Politics, Languages and International Studies would be sought)

Secretary

2) Faculty APL Sub-Committee

The Board approved the proposed membership and terms of reference for the Faculty Board of Studies APL Sub-Committee for 2014/15, and noted the Department of Education paper commenting on the revisions to the QA45 (paper 59).

(3) Department Staff Student Liaison Committee

The Board noted the default membership and terms of reference for 2014/15 (paper 60). As part of the new QA statement, membership lists for each Committee should be provided to Board of Studies for approval and these would be reported once elections had taken place. The Associate Dean (Learning and Teaching) noted it was good practice for Departments to have separate committees for undergraduates, postgraduate taught and postgraduate research. Whilst a minimum of four meetings should take place each year, the Associate Dean (Learning and Teaching) encouraged Departments to hold more than this.

(4) Department of Psychology Staff Student Liaison Committee

The Board approved the proposed membership and terms of reference for

the MPhil / PhD SSLC for 2014/15 (paper W61).

(5) Learning Partnerships Office

The Board approved the proposed membership and terms of reference for the Licensed Validated and Franchised programmes SSLC for 2014/15 (paper W62).

2552. ANNUAL OVERVIEW ACCREDITATION OF PRIOR LEARNING (APL)

The Board considered a summary report of APL decisions for 2013/14 (paper 63).

The Board noted the ULTQC Summary Report of APL for 2014/14 (paper 64). The Dean drew attention to the recommendations on the cover sheet and that Faculties should approve on a case by case basis. It had been agreed by the Learning and Teaching Office to continue the Department of Education's good practice in this area. .

2553. MEMBERSHIP OF PROGRAMME BOARD OF EXAMINERS AND UNIT BOARDS OF EXAMINERS FOR 2014/15

(1) Learning Partnerships Office

The Board approved the membership for the Unit and Programmes Board of Examiners 2014/15 for the:

- FdSc and BSc (Hons) Addictions Counselling
- FdSc and BSc (Hons) Sport (Coaching, Health & Fitness, Sport Therapy)
- FdA Early Childhood Studies, FdA Early Years and Childhood Studies, BA (Hons) Early Years Care and Education, BA (Hons) Early Years and Childhood Studies

BSc (Hons) Social Work (paper W65).

A Faculty guidance note (FNG12) on membership of Programme Board of Examiners and Unit Board of Examiners had recently been circulated and Departments were strongly encouraged to have smaller boards.

(2) Research Development and Support Office

The Board approved the membership of the Board of Examiners for Units for CPD programmes for 2014/15 for the:

- Action on Addiction programme (paper W66)

2554. FACULTY COMMITTEES

(1) The Board received the minutes of the **Faculty Learning, Teaching and Quality Committee** on 11th June 2014 (paper W69a).

(2) The Board received the minutes of the **Faculty Research Students Committee** on 8th May and 6th June 2014 (paper W70a and W70b)

(3) The Board received the minutes of the **MRes Programme Policy Committee** on 7th May 2014 (paper W71)

(4) The Board received the minutes of the **Faculty Graduate School Committee** on 9th May 2014 (paper W72).

2555. STAFF STUDENT LIAISON COMMITTEES

The Board received the 2013/14 annual reports of the **Staff Student Liaison Committees for:**

- All HSS MPhil/PhD and Professional Doctorates (paper W73)
- MSc Economics programmes (W74)
- UG Economics programmes (W75)
- MPhil/PhD and EdD Education programmes (W76)
- PGCE Education programme (W77)
- MA TESOL Education programmes (W79)
- UG Education programmes (W80)
- MSc Sport & Exercise Medicine / MSc Sports Physiotherapy Health programmes (W81)
- Prof Doc in Health / MSc Research in Health Practice Health programmes (W82)
- UG Health programmes (W83)
- UG and PGT/R Politics, Languages and International Studies Programmes (W84)
- PGT / PGR SPS Programmes (W85)
- UG SPS Programmes (W86)
- FD Funeral Services UG SPS Programme (W87)
- MSc Health Psychology (W88)
- Professional Doctorate in Clinical Psychology (W89)
- MPhil/PhD Psychology (W90)
- UG Psychology programmes (W91)
- Learning Partnerships Programmes (W92)
- FD & BSc Addictions Counselling, Action on Addiction (CATS) (W93)
- FdSc/BSc Sport Coaching / Health & Fitness, City of Bath College (W94)
- FdSc/BSc Sports Therapy, Swindon College (W95)
- Fd Sport, Health and Fitness, Weymouth College (W96)
- FdSc Sport (Coaching), Weston College (W97)
- Fd Early Childhood Studies, Fd Early Years and Childhood Studies, BA [Hons] Early Years Care and Education, Wiltshire College (W98)
- BSc Social Work, Wiltshire College (W99)