



Meeting: FACULTY OF HUMANITIES AND SOCIAL SCIENCES
BOARD OF STUDIES

Date and Time: Wednesday 12th October 2016, 2.15pm

Venue: WH Council Chamber

Present: Prof D Galbreath, Dean (Chair)
Dr E Keogh, Associate Dean (Graduate Studies)
Dr I Walker, Associate Dean (Research)
Dr C Wilson, Associate Dean (Learning and Teaching)
Mrs F Bisset, Learning Partnerships Office
Miss Z Dong, Undergraduate representative
Dr J Francombe-Webb, Department for Health
Dr D Griffiths, Faculty of Engineering and Design
Prof J Hudson, Department of Economics
Ms K Jordan, Faculty Librarian
Prof G Maio, Head of Department of Psychology
Dr S Martin, Department of Education
Dr A Mondon, Department of Politics, Languages and International
Studies
Dr J Troyer, Department of Social and Policy Sciences
Dr O Yousaf, Department of Psychology
Dr C Winnett, Department of Economics
Miss L Woodcock, Students' Union President & representative
Dr K Woodthorpe, Department of Social and Policy Sciences

In Attendance: Mrs R Acres (Secretary)

Apologies: Prof J Bilzon, Head of Department for Health
Miss M Duta, Undergraduate representative
Dr J Devine, Head of Department of Social and Policy Sciences
Prof B Durodie, Head of Department of Politics, Languages and
International Studies
Prof M Finus, Head of Department of Economics
Dr M Hayden, Head of Department of Education
Dr K Von Oppen, Department of Politics, Languages and International
Studies
Dr L Watts, Faculty of Science
Dr Z Yalabik, School of Management

ACTION

2967. MINUTES OF THE PREVIOUS MEETING

(1) The minutes of the meeting of the Board held on the 18th May 2016 were approved as a correct record of the proceedings (paper 37).

(2) MATTERS ARISING

(2.1) In relation to minute point 2895.1 the Assistant Registrar confirmed she had

passed feedback to Development and Alumni Relations regarding Prize Information and Stewardship forms.

2968. TERMS OF REFERENCE

The Board noted the Terms of Reference of the Board of Studies (paper 38).

2969. MEMBERSHIP MATTERS

(1) The Board noted the list of members of the Board of Studies for 2016/17 (paper 39). The Chair welcomed the Students' Union representative, the undergraduate representative, and the Associate Dean (Research) to their first meeting.

(2) The Board approved the appointment of Dr Fiona Gillison as Chair of the Social Sciences Research Ethics Committee.

2970. CHAIR'S BUSINESS

There was none.

2971. BOARD OF STUDIES SUB-COMMITTEES

(1) Faculty Board of Studies Appeal Sub-Committee and Assessment Offence Inquiries Sub-Committee 2016/17

The Board approved the proposed membership of the Appeal Sub-Committee and Assessment Offence Inquiries Sub-Committee 2016/7 (paper 40).

(2) Faculty Executive Committee

The Board approved the proposed membership for the Faculty Executive Committee for 2016/17 (paper 41).

(3) Faculty Learning and Teaching Quality Committee

The Board approved the proposed membership for the Faculty Learning and Teaching Quality Committee for 2016/17 (paper 42).

(4) Faculty Research Students' Committee

The Board approved the proposed membership for the Faculty Research Students' Committee for 2016/17 (paper 43).

(5) Faculty Research Committee

The Board approved the proposed membership for the Faculty Research Committee for 2016/17 (paper 44).

(6) Faculty Graduate School Committee

The Board would consider the proposed membership for the Faculty Graduate School Committee for 2016/17 at its next meeting.

(7) MRes Programme Policy Committee

The Board approved the proposed membership for the MRes Programme Policy Committee for 2016/17 (paper 46).

(8) Faculty APL Sub-Committee

The Board approved the proposed membership and terms of reference for the Faculty Board of Studies APL Sub-Committee for 2016/17 (paper 47).

2972. 2015/16 UNIT BOARD OF EXAMINERS

The Board considered a summary report of discussions of unit averages within Unit Boards of Examiners (paper 48). The Students' Union representative queried whether the Faculty informed students of instances of scaling in their units; the Associate Dean (Learning and Teaching) confirmed they informed them if necessary but if it was part of the moderation process before marks were shared then they generally were not informed as per University guidance.

2973. FACULTY COMMITTEES

- (1) The Board received the minutes of the **Faculty Executive Committee** on the 20th June 2016 and 22nd September 2016 (paper 50).
- (2) The Board received the minutes of the **Faculty Learning, Teaching and Quality Committee** on the 4th May 2016; 8th June 2016 (paper 51).
- (3) The Board received the minutes of the **Faculty Research Committee** on the 8th June 2016 (paper 52).
- (4) The Board received the minutes of the **Staff Student Liaison Committees** for:
 - MA TESOL held on 20th May 2016.
 - Undergraduate Economics held on 13th April 2016.
 - MA International Education and Globalisation held on 4th April 2016.
 - PGR held on 18th May 2016.
 - PGR Education held on 18th July 2016.
 - PGR Psychology held on 16th May 2016.
 - LPO held on 14th March and 23rd May 2016 (paper 53).

2974. ANY OTHER BUSINESS

- (1) The Students' Union representative asked the Dean to confirm how the Faculty was responding to the University's strategy to increase its postgraduate numbers. The Dean outlined that a number of postgraduate programmes had already been approved for recruitment in 2017/18, including an MSc in Applied Economics, and he was working with Heads of Department to establish a timeline for further programme approval in order to meet the Faculty target of a 117% increase by 2020/21 in postgraduate taught numbers.
- (2) Members of the Board raised concerns about the negative content of individual comments to some lecturers in Unit Evaluation Feedback which was having an adverse effect. The Board noted that a review of Online Unit Evaluation would be taking place this academic year and the Associate Dean (Learning and Teaching) would ensure that the Faculty views were included in this and Faculty expertise in the research areas of unconscious bias were utilised. The Students' Union representative reported that the SU condoned any negative behaviour and would continue to communicate this at all opportunities to students in encouraging them to complete these evaluations.
- (3) The meeting concluded at 2.30pm.

Associate
Dean
(Learning
and
Teaching)