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

**Date and Time:** Wednesday 3<sup>rd</sup> December 2014 at 13.45pm

**Venue:** CB4.1

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**Present:** Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)  
Ms E Barratt Hacking, Department of Education  
Ms F Bisset, Learning Partnerships Office  
Mrs G Eggleston, Learning and Teaching Enhancement Office  
Dr M Garcia, Politics, Languages and International Studies  
Prof S Gough, Associate Dean (Graduate Studies)  
Dr R Joiner, Department of Psychology  
Prof A Lewis, Psychology  
Dr S Martin, Department of Education  
Dr R Maconachie, Department of Social and Policy Sciences  
Dr A Mishra, Economics  
Dr K von Oppen, Department of Politics, Languages and International Studies  
Dr T Skinner, Department of Social and Policy Sciences  
Dr C Wilson-Stokes, Department for Health  
Dr C Winnett, Economics  
Mr T Parker, Students' Union  
Miss L Shaikh, Student  
Mr A Stringfellow, Student

**In Attendance:** Mrs L Allott, Undergraduate Manager  
Ms A Hill, Deputy Graduate School Manager  
Miss S E Jacobs, Faculty Assistant Registrar (Secretary)  
Miss J Medland, Student Experience Officer  
Ms M Ward Goodbody, Director of ASC

**Apologies:** Dr E Rich, Department for Health  
Dr J Brice, Graduate School Manager  
Miss S King, Student

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**1299. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 12<sup>th</sup> November 2014 (paper 44), subject to a correction to the heading for Minute 1289 (1), to read 'Academic Executive Campaigns'.

**ACTION**

**1300. MATTERS ARISING**

**(1) Minute 1290 Designated Alternative Programmes**

Mrs Eggleston reported that she had sought advice from Academic Registry with regard to the circumstances under which a student may be permitted to transfer to a DAP. The Committee noted that the decision in relation to individual students would rest with the Director of Studies and Admissions Tutor, but that any specific requirements must be clearly indicated in the relevant Programme Specifications.

**1301. STUDENTS' BUSINESS**

**(1) Students' Union Top 10 for 2014/15**

The Committee noted the Top 10 for the current year:

- Increase and improve access to recreational sports opportunities for all students.
- Improve and clarify the use of student feedback to enhance the quality of teaching.
- Increase provision of recorded lectures.
- Develop a housing guarantor scheme for international students.
- Increase the provision of free drinking water on campus.
- Expand use of paperless on-line submission for written assignments.
- Provide personalised academic timetables for students.
- Enhance induction and integration to improve postgraduate student experience.
- Provide an open and flexible learning and social space in town.
- Engage students to secure a University free from harassment, bullying and discrimination.

**(2) Faculty Forum**

The Committee noted that the single issue which has been raised across all departments in the Faculty and which was discussed at the recent Faculty Forum was that of increasing the number of recorded lectures. The Committee noted that the Students' Union will be holding an open meeting for all students to discuss this. The Committee noted that there are still some concerns from staff in relation to the recording of lectures which will need to be addressed.

**1302. ANONYMOUS MARKING**

The Committee received reports from the following Departments in the Faculty in relation to their plans for the implementation of anonymous marking of coursework, noting that there was a variety of approaches but that all departments would be trialling anonymous marking in Semester 2. The Committee noted that the Department of Psychology would be extending its existing practice of anonymous marking of all coursework to full electronic submission and anonymous feedback.

- Department of Education (paper 45)
- Department of Politics, Languages and International Studies (paper 46)
- Department of Psychology (paper 47)
- Department of Social and Policy Sciences (paper 48)
- Department for Health (extra paper)

The Committee noted that there are still concerns with regard to the

administration of anonymous marking. Mrs Eggleston reported that there would soon be a meeting of administrative managers across the University at which practical concerns would be discussed. Mrs Allott reported that she would be producing Faculty guidelines for administrative staff, academic staff, and students.

**1303. INDUCTION REVIEW**

The Faculty Student Experience Officer, Miss J Medland, presented a report on her recent review of the induction of students in the Faculty (paper 49), noting that the activities currently organised within the Faculty are generally strong. The Committee noted that the document has also been sent to Directors of Studies and programme administrative staff, with whom Miss Medland will be meeting with to further discuss improvements in the areas of developing pre-arrival information, providing more interactive sessions and improving cross-university signposting for next year.

The Committee noted that the focus so far has been on the induction of undergraduate students. Miss Medland agreed to meet to discuss induction activities for postgraduate students with the Deputy Graduate School Manager.

JM/AH

**1304. UNIT AND PROGRAMME CHANGES**

**(1) Department for Health**

- i The Committee approved changes to units on the FdSc Addictions Counselling (LP10556, LP10563, LP10559) for implementation in 2015/16 (paper 50).
- ii The Committee approved proposed changes to units on the BSc/MSci Sport and Exercise Science (HL10183 and HL30059) to be implemented with effect from Semester 2 of 2014/15 (paper 51)
- iii The Committee approved proposed changes to the Programme Specifications for BSc and MSci Sport and Exercise Science to clarify the requirements for students who are not able to progress to the next year of the MSci and who can transfer to the BSc (paper 52).
- iv The Committee approved the withdrawal of units, the creation of new units and revision to existing units for the BA Sport and Social Sciences (paper 53) for implementation in 2015/16. The Committee queried what the impact of the changes would have on current students if all implemented in 2015/16.  
*[Secretary's note: the Director of Studies has confirmed that there are no issues for current students arising from the proposed changes to their subsequent years of study.]*

Withdrawal of Units:

- HL20413 Educational Psychology for Sport & Physical Activity
- ED20003 Education in Society
- HL30455 Filmic Representations of the Sporting Popular
- HL10357 Continuing Professional Development
- HL30454 Contemporary Issues in Research
- HL20409 Doing Social Science Research
- HL20415 Reading & Writing Sport Critically
- HL20414 Sport, Promotional Culture & Tourism

- HL30194 Advanced Issues in Sport management & Development

Revisions to existing Units:

- HL30428 Dissertation Research
- HL20449 Professional Practice I
- HL20451 Professional Practice II
- HL20450 Pedagogical Approaches for Sport, Youth & Physical Activity

New Units:

- HL3XXX Advanced Issues in Sport Policy & Development
- HL3XXXX Advanced Issues in Sport Management
- HL2XXXX Sport & Promotional Culture
- HL2XXXX Sport Leisure & Tourism
- HL1XXXX Sport and Social Theory
- HL2XXXX Applied Sport Pedagogy Practicum
- HL2XXXX Critical & Applied Social Science Research

The Committee noted that the proposed reduction in assessment for the following unit to a single element was contrary to the advice of the External Examiner. However, it was noted that the unit included formative assessment opportunities and the single element of assessment (a reflective journal) could potentially be broken down into a number of different elements. The Committee approved the minor amendment to the unit for implementation in Semester 2 of 2014/15:

- HL30433 Advanced Seminar in Sport

- v The Committee approved the proposal that the Dissertation unit (HL30464) for the BSc Sport (Sports Performance) should be designated as an essential unit (DEU), for implementation in 2015/16 (paper 54).

(2) **MRes Programmes**

The Committee approved a proposal for the introduction of the possibility for a Director of Studies approved option for all MRes programmes, and amendments the XX50135 Quantitative Methods 2 unit (paper 55).

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

- i The Committee approved the creation of new units for undergraduate programmes, for introduction in 2015/16 (paper 56).

- SP1XXXX Social Policy and YOU
- SP3XXXX Drug and Alcohol Use and 'Misuse': Historical Perspectives, Key Debates and Policy Responses
- SP3XXXX Lobbying, Policy Communications and Democracy

The Committee also approved amendments to SP30263 Ideas about Terrorism, for implementation in Semester 2, 2014/15.

- ii The Committee considered proposed major changes to the BSc Social Work and Applied Social Studies, for implementation with effect from 2015/16 (paper 57).

Dr Robb and Dr Baldwin attended the meeting for this item. They explained to the Committee that the proposed changes to the programme address the revised requirements of the accrediting body, the Health Care Professionals Council (which has taken over from the General Social Care Council). The Committee noted that there will be an accreditation visit by the HCPC in May 2015 and that they have accepted that the proposed changes will take effect from September 2015.

The Committee noted that there had been substantial consultation with external stakeholders in the programme, and that clear evidence of this was provided in the papers.

The Committee approved the proposed major changes to the programme, agreeing to forward to the PAPAC for consideration.

**PAPAC**

- iii The Committee approved intermediate changes to the BSc Applied Social Studies which were being made as a consequence of the changes to the BSc Social Work and Applied Social Studies above (paper 58).

**(4) Department of Politics, Languages and International Studies**

The Committee approved a new unit for inclusion in postgraduate programmes with effect from Semester 1, 2015/16 (paper 59): PL5XXXX Governance, Security and Development in East and South East Asia.

**1305. UNDERGRADUATE PROGRAMME ANNUAL MONITORING REPORTS FOR 2013/14**

In line with QA51: <http://www.bath.ac.uk/quality/documents/QA51.pdf> the Committee considered the reports for the following programmes:

**(1) Department for Health**

**FdSc/BSc Sport (Sports Performance) (paper 60)**

The Committee noted that the programme has moved to the Department for Health from the Department of Education with effect from the start of 2014/15. The Committee commented that reference is made in the report to the unit monitoring report but that the document was not included with the other documents. The Committee noted that one of the two External Examiners resigned from the post just prior to the Boards of Examiners without any prior warning because of a change in his personal circumstances, but also noted that there was no reference to this in the report.

**BSc Sport and Exercise Science (paper 61)**

The Committee noted that the External Examiner's report was very complimentary and that he had suggested that consideration should be given to seeking professional body accreditation for the programme.

**BA Sport and Social Sciences (paper 62)**

The Committee noted that this was a particularly detailed report which included a useful and detailed review of unit monitoring. The very positive NSS results, in particular in relation to feedback, were noted by the Committee. The Chair informed the Committee that the Director of Studies

has been invited to attend a meeting of the Committee early in 2015 in order to discuss the actions taken which may have contributed to the 90% satisfaction score.

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

BSc Sociology, BSc Sociology and Social Policy, BSc Social Policy, BSc Social Sciences, BSc Sociology with Human Resource Management (paper 63)

The Committee commented that this was a very detailed report, with a clear continuity from the previous year's report and the DSR. It was suggested that while some of the appendices will have been useful for the DLTQC level discussion, they were probably unnecessary for the Faculty-level discussion.

The Committee noted that the Department of Social and Policy Sciences has a Widening Participation Officer who works closely with the Admissions Officer and provides a three day induction programme for Access/mature students.

BSc Social Work and Applied Social Studies, BSc Applied Social Studies (paper 64)

The Committee noted that the report reflected a continuous cycle of improvement of the programme and the Department has been sensitive to student feedback.

The Committee commented that while there is an expectation that the annual monitoring process should be on the basis of reporting by exception, in reality the more reflective and detailed reports are the most useful for dissemination of good practice. The Committee suggested that it would be useful to re-evaluate the purpose of the annual reports, and the best way in which they could be presented.

**1306. UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 65).

**1307. DEPARTMENTAL COMMITTEES**

The Committee received the minutes of the following Departmental Learning, Teaching and Quality Committee meetings:

- Department of Education, 17.9.14 and 22.10.14 (paper 66)
- Department for Health, 1.10.14 (paper 67)
- Department of Social and Policy Sciences, 1.10.14 (paper 68)