



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

Date and Time: **Wednesday 3rd February 2016**

Venue: **1WN3.8**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Ms E Barratt Hacking, Department of Education
Dr A Bush, Department for Health
Dr R Joiner, Department of Psychology
Dr S Martin, Department of Education
Dr R Maconachie, Department of Social and Policy Sciences
Dr P McGuigan, Department for Health
Dr N Startin, Department of Politics, Languages and International
Studies
Dr M de Tina, Department of Economics
Ms M Ward Goodbody, Director of ASC
Dr C Winnett, Department of Economics
Miss I Righi, Student
Mr T Sun, Student

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Mrs A Stacey, Deputy Graduate School Manager
Ms L Gibson, Undergraduate Manager

Apologies: Dr F Bisset, Learning Partnerships Office
Dr J Brice, Graduate School Manager
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr M Garcia, Politics, Languages and International Studies
Dr N Hinvest, Psychology
Dr A Mondon, Department of Politics, Languages and International
Studies
Dr K Woodthorpe, Department of Social and Policy Sciences
Ms S Bundock, Student
Mr J Kenny, President Students' Union

1425. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 16th December 2015 (paper 100).

ACTION

1426. MATTERS ARISING
Minute 1414: Department of Politics, Languages and International Studies, Undergraduate Programme Changes

The Committee noted that the Chair had approved final unit and programme documents following a number of minor edits, and that the introduction of a compulsory Dissertation to the BA Modern Languages and European Studies programmes had been approved by PAPAC.

1427. CHAIR'S BUSINESS
External Examiners

(1) The Committee noted a report on the different methods by which samples of assessed work are currently shared with External Examiners (Paper 101). The Committee noted that arrangements must be agreed with External Examiners and that these must suit their individual needs. However, it was also noted that Departments may wish to consider, and discuss with their External Examiners alternative methods which might be more efficient, if they had not previously done so. The Committee also noted that Undergraduate and Postgraduate administration teams will discuss this at their next joint meeting.

(2) **Independent Observation of Boards of Examiners**

The Committee considered a Summary Report on the Independent Observation of Boards of Examiners during 2014-15 (Paper 102).

The Chair reported that a concern had been raised at Board of Studies that in some instances Unit Boards of Examiners appeared not to have considered whether scaling would be appropriate for units where the mean was outside of the typical range. Heads of Department and Directors of Studies would be reminded of the expectation and the guidance in Appendix 4 of QA35.

The Committee also noted that the Faculty Guidance Note 10 was in the course of being updated to reflect the recent revision to QA35 in relation to the typical and atypical range for unit means. While in the past in this Faculty Unit Boards of Examiners had been expected to discuss all units with means outside of the typical range as well as those with means in the range of 50 – 54 and 66 – 69, Unit Boards of Examiners are now expected to only discuss those falling outside of the 50 – 69 typical range.

[Secretary's note: an email has been sent to all Heads of Department, Directors of Learning and Teaching, Directors of Studies and administrative staff pointing out this change.]

(3) **ULTQC**

The Committee noted a summary of ULTQC business, 3.11.15 (Paper 103). It was agreed that in the future the Secretary to the Committee will forward to members as soon as received, rather than including in Committee papers.

Sec

(4) **NSS 2016**

The Chair reminded members that Departments are expected to have a strategy for engaging as many students as possible in the up-coming survey. Directors of Learning and Teaching were asked to provide details of action being taken in their Departments by the 5th February.

DoLTs

- (5) **Access to examination papers.**
The Committee noted that in all Departments in the Faculty students may request via their Director of Studies to receive feedback on their examination. It was noted that in Education and Politics, Languages and International Studies this was not only for students who had failed an examination. It was also noted that in the majority of cases it would be the unit convenor who met with the student to discuss their examination paper.
- (6) **Working Group on Group Work**
The Chair reported that this Group had met for the first time and that it is intended that there will be two further meetings, after which a report will be submitted to ULTQC. Committee members were invited to forward to her, or to Dr Parish in PoLIS, any ideas or thoughts they would like this Group to discuss.
- (7) **Engaging with Technology in Teaching**
The Chair asked members of the Committee to encourage colleagues to attend this Faculty-based event on the 25th February at 12.30.

1428. **STUDENT BUSINESS**

There was no student business for this meeting.

1429. **NSS ACTION PLANS**

The Committee considered the following reports on progress:

- Department of Economics (Paper 104)
- Department of Education (Paper 105)
- Department for Health (Paper 106)
- Department of Politics, Languages and International Studies (Paper 107)
- Department of Psychology (Paper 108)
- Department of Social and Policy Sciences (Paper 109)

The Committee noted the following examples of good practice:

- Enhancement of the personal tutoring system through the co-ordination by the Senior Tutor of one-to-one examination feedback discussion between students and unit convenors.
- The creation of new units to provide students with more choice on the BA Education with Psychology programme.
- Involvement in the Litebox initiative by several members of staff to help improve the satisfaction of students in relation to the content of their units being interesting and intellectually stimulating.
- Updating of the marking scheme in PoLIS to reflect the possibility of being able to achieve marks of 85% or more.
- The use of electronic marking for all units, where practical.
- The provision of an options fair to help students make informed option choices.
- The encouragement of part-time students to complete the NSS survey during one of their teaching blocks.

The Committee noted the curriculum review in the Department of Economics had so far only resulted in some minor changes to units (to be considered at the next meeting of the Committee). Dr Winnett and Dr de Tina explained that there was an expectation that once the newly constituted subject groups had been embedded into the culture of the Department there would be a more in depth review of units. The Committee also noted that the Department continued to invite external speakers to contribute to lectures, providing practical examples.

1430. HEA POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES) 2015 – HEADLINE RESULTS

The Committee discussed a report on the 2015 PTES, which was considered by the ULTQC on the 3.11.15 (paper 111). The Committee noted the Faculty's results had also been discussed at the recent Faculty Executive Committee. Mrs Stacey explained that the results suggested the following themes for improvement:

- Student Voice
- Personal and Professional Development
- Personal Support

The Committee noted that many of the Faculty's students are part-time distance learners and that they struggle to respond to the questions which are not designed to cater for their circumstances. Many, for example, do not have 'personal tutors' but will have some other contact who fulfils this role but with a different title.

Several Directors of Studies at the meeting indicated that they had not been given access to the open comments from this survey. Mrs Stacey agreed to follow this up with the relevant colleague in the LTEO.

The Chair reported that in 2016/17 Departments will be expected to produce a PTES Action Plan in the same way as is currently the case in response to the NSS.

While members of the Committee noted that there is currently limited resource in LTEO to deal with all student surveys and to disseminate information to Directors of Studies, it was suggested that in order for Departments to properly engage with their results to be able to produce an action plan in 2017 it would be preferable for the results to be provided in a more user friendly format by programme and department.

1431. ANNUAL MONITORING REPORTS FOR 2014/15

The Committee considered the reports for taught postgraduate programmes. The Chair commented that many of the reports had been submitted on the template for the previous year and therefore that Directors of Studies had not realised that there had been a question relating to the induction of PGT students added to the template as a theme for this year. It was also noted, however, that Prof Price in the Faculty of Science is currently undertaking a review of induction for PGT students and therefore that it would be unnecessary to ask Directors of Studies to provide any additional comments. The Committee also noted that not all reports referred to the PTES results for the programme(s) in question, or to the issue of personal tutoring in particular if the response had been less than 85%, as had been requested in an email on the 15.12.15 to all Directors of Studies by a colleague in LTEO. Directors of Studies present at the meeting indicated that they did not recall receiving this email.

(1) Department of Economics

- MSc Economics and Finance (Paper 112)
- MSc Economics and MSc International Money and Banking (Paper 113)

The Committee noted the students and External Examiners commented very positively on the programmes and that there had been a 100% response rate to the PTES. It was noted, however, that there had as yet been no response at institution level to the issue raised in the previous year's report in relation to the students' complaints that there was only very limited time at the beginning of the year in which to choose their options. Students have suggested that access to Moodle unit information before registration might assist them in their choices.

The Committee noted that the two reports contained almost identical text and that the split between the three programmes across the two reports did not match the responsibilities of the Directors of Studies. It was suggested that it would have been more appropriate for one report to combine MSc Economics and Finance and MSc International Money and Banking, and the other to be solely in relation to the MSc Economics.

(2) Department of Education

- MA Teaching English to Speakers of Other Languages (Paper 114)

The Committee noted that PTES responses, unit evaluations and external examiner comments had all been positive. It was also noted that the part-time version of the programme is being taught out, with only one student at the Dissertation stage remaining. The Committee noted that recruitment to the programme had dropped considerably in 2014/15 and that this was partly as a result of an increase in the IELTS English Language requirement of an overall score of 7.0. The Committee noted that the IELTS requirement had been lowered to 6.5 for 2015/16 and that changes had been made to the way in which the programme team communicated with applicants with the result that numbers had increased from 17 to 63. The Committee noted that the External Examiner referred to the use of 40% as a pass mark at Masters level at Bath as being unusual in the sector.

- MA Coach Education and Sports Development (Paper 115)

The Committee noted that only one student remains at the Dissertation stage of this programme and that appropriate arrangements are in place to support them. It was noted that there are on-going discussions in the Department for Health with regard to a possible future new programme development to replace this programme.

The Committee noted that the report for the MA Education will be submitted for consideration at the 10.2.16 meeting.

(3) Department for Health

- MSc Sport and Exercise Medicine (Paper 116)

The Committee noted that this was a very comprehensive report. The Director of Studies commented that as she had only recently taken over as Director of Studies for the programme it had been a useful exercise for her to write the report.

The Committee noted that there were no Distinctions awarded to students on this programme. It was suggested that there may be a link between this and the fact that all of the students are part-time alongside full-time work as GPs. It was noted that all students are allocated a Personal Development Advisor but that

they do not see this person as being equivalent to a Personal Tutor and therefore respond negatively in relation to questions on personal tutoring in the PTES. The Committee noted that the Department is considering the allocation of Personal Tutors in addition to PDAs for all students.

- MSc Sports Physiotherapy (Paper 117)

The Committee noted that this was a very brief report and that the Director of Studies clearly felt that the PTES was not an appropriate method for gathering feedback from students on this professional distance learning programme.

- MSc Primary Care (Paper 118)

The Committee noted that this programme was being taught out and that appropriate arrangements were in place to support the remaining students to the completion of their studies, noting that for the majority (6 of 7) this will involve completion at PG Certificate level.

(4) Department of Politics, Languages and International Studies

- MA Contemporary European Studies: Politics, Policy and Society (Euromasters) and MA International Relations and European Politics, MA International Relations, MA International Security (Paper 119)

The Committee noted that the Euromasters had undergone a Degree Scheme Review during 2014/15 and that a report on actions taken had been considered at the October meeting of this Committee. It was also noted that the other three programmes would be undergoing a DSR during the current academic year. The Committee noted that there had been some issues in relation to teaching staff changes on the programmes during 2014/15 which had some negative impact on the students' views of the organisation of their studies. In response to PTES results which indicated that students were unaware of how career skills development was addressed in their programmes of study the Committee noted that the Department had decided to make more specific reference to this in induction, and then to also introduce a number of career sessions in Semester 1 and 2 of Year 1. The Committee noted unfortunately that it is not possible to ascertain which PTES responses from Euromasters students are applicable to their experience at Bath or at other partner institutions.

- MA Interpreting and Translating and MA Translation and Professional Language Skills (Paper 120)

The Committee noted that this was a very brief report. However, the Committee also noted that reporting should be by exception and therefore presumed that there was little on which to report for these programmes.

The Committee noted that one of the External Examiners had raised an issue in relation to the variability of formative feedback to students but that the Head of Department's letter in response did not indicate how this might be addressed. It was also noted that one External Examiner had reported on a single unit (the Dissertation) with the implication that he had not submitted an annual report. This will be investigated with the Department.

Sec

(5) **Department of Psychology**

- MSc Health Psychology (Paper 121)

The Committee noted that student responses to PTES indicated that they viewed the programme positively. The Committee noted that very little appeared to have been achieved in relation to the 4 actions from the previous year and that there was no indication what action is planned during the current year to move these actions on.

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

- MSc International Development, MSc International Public Policy Development and MSc Wellbeing in Public Policy and International Development (Paper 122)

The Committee noted that the External Examiners commented positively on the programmes but that the Head of Department had not yet had the opportunity to respond in writing because the reports had only just been received. The Committee noted that despite some changes in the marketing of the programmes the number of students recruited to two of them (MIPPA and MWPPID) remained very low. The Committee noted, however, that the Department is currently considering future developments for new Postgraduate programmes.

(7) **Faculty-wide**

- MRes Programmes (Paper 123)

The Committee agreed that this was a comprehensive report covering 14 MRes programmes, including four interdisciplinary pathway programmes delivered collaboratively with Bristol and Exeter as part of the ESRC South West Doctoral Training Centre. The Committee noted that two External Examiners are appointed by the University of Bath for the Bath only programmes and that their reports were positive. It was also noted that each of the four multidisciplinary programmes has its own External Examiner who have reported positively to the SWDTC, noting that the formal response to these reports is written by the lead institution (Bristol).

The Committee discussed whether it would be useful to design Faculty-wide guidance in relation to how the feedback from two, or potentially in some cases three, internal examiners of Dissertations might be combined in a single coherent set of feedback to students once a final mark has been agreed. It was suggested that it should be the first marker's responsibility to amend/combine comments to ensure that they match the final agreed mark. This will be taken forward as a project by the Faculty Programmes Officers.

**Sec/
DGSM**

1432. UNIT AND PROGRAMME CHANGES

Department of Social and Policy Sciences

The Committee considered proposals for the establishment of new units for implementation in 2016/17:

- SP3XXXX Crime and the Media
- SP3XXXX Gender & Work in the Political Economy
- SP2XXXX Understanding migrations: between transnational governance and lived experience
- SP2XXXX The Social Science of Climate Change

- SP2XXXX The Social Science of Climate Change - Applied Research Project

While the Committee approved the establishment of the units in principle, this was subject to the following being presented for approval by the Chair:

SPS

- The context and rationale for the creation of these new units
- How their introduction will impact the learning outcomes of the different programmes
- An indication of whether the units will be compulsory or optional on each of the programmes
- Clarification of whether or not there will be any formative assessment in the Crime and Media unit
- Confirmation that the supplementary assessment for Understanding Migrations is definitely as indicated (ie if a student fails either the essay or the exam, the supplementary assessment will be an essay of 1200 words, rather than 'like for like')
- Confirmation that the supplementary assessment for Crime and Media is in fact 'like for like' (rather than 'coursework only').

1433. FACULTY COMMITTEES

The Committee noted the minutes of the following committees:

- Department for Health, 18.11.15 (Paper 125)
- Department of PoLIS Learning, Teaching and Quality Committee, 29.9.15 and 28.10.15 (Paper 126)
- Department of Psychology, 25.11.15 (Paper 127)

1434. UNIVERSITY COMMITTEES

The Committee noted the minutes of the following committee:

- University Learning, Teaching and Quality Committee, 3.11.15 (Paper 128)