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

**Date and Time:** Wednesday 4<sup>th</sup> February 2015 at 13.45pm

**Venue:** CB4.1

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**Present:** Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)  
Dr A Bush, Department of Education  
Mrs G Eggleston, Learning and Teaching Enhancement Office  
Dr M Garcia, Politics, Languages and International Studies  
Prof S Gough, Associate Dean (Graduate Studies)  
Ms A Hill, Deputy Graduate School Manager  
Prof A Lewis, Psychology  
Dr S Martin, Department of Education  
Ms M Ward Goodbody, Director of ASC  
Dr C Wilson-Stokes, Department for Health  
Dr C Winnett, Economics  
Mr T Parker, Students' Union

**In Attendance:** Miss S E Jacobs, Assistant Registrar (Secretary)

**Apologies:** Ms E Barratt Hacking, Department of Education  
Ms F Bisset, Learning Partnerships Office  
Dr J Brice, Graduate School Manager  
Dr R Maconachie, Department of Social and Policy Sciences  
Dr A Mishra, Economics  
Dr R Joiner, Department of Psychology  
Miss J Medland, Student Experience Officer  
Dr K von Oppen, Department of Politics, Languages and International Studies  
Dr T Skinner, Department of Social and Policy Sciences  
Miss S King, Student  
Miss L Shaikh, Student  
Mr A Stringfellow, Student

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**1322. MEMBERSHIP**

The Committee noted that Dr Bush will replace Dr Rich as one of the Department for Health members of the Committee for the remainder of the academic year. Dr Bush was welcomed to his first meeting.

**ACTION**

**1323. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 17<sup>th</sup> December 2014 (paper 101).

**1324. MATTERS ARISING**

**(1) Minute 1313. Placements**

The Chair reported that he had discussed the need for additional posts to support placement activities in the Faculty with the Dean.

**(2) Minute 1315 (5). Marking range**

The Committee noted the University Learning, Teaching and Quality Committee had stipulated that the Department of Politics, Languages and International Studies must adopt a marking scheme which uses the full range up to 100%.

**(3) Minute 1321. Unit feedback**

The Chair indicated that he would soon undertake a consultation with Directors of Learning and Teaching and Directors of Studies with regard to how to address unit feedback results which are lower than 3.5. He plans to draft a guidance document before the end of July.

**Chair**

**1325. CHAIR'S BUSINESS**

**(1) Faculty IMC Panel**

The Chair reported that the Panel had met for the first time on the 30<sup>th</sup> January 2015. The Panel considered 170 individual IMC claims from students across all departments in the Faculty. The Panel identified a number of points of principle which the Chair will be circulating to Directors of Studies, which he hopes will help them provide guidance to students.

**(2) Shape of the Academic Year Consultation**

The Chair encouraged members to engage with the current consultation regarding a proposed change to the shape of the academic year.

**1326. STUDENTS' BUSINESS**

**(1) Student representation**

Mr Parker reported that the taught postgraduate student representative for the Committee had resigned as she does not have time to attend the meetings. The Students' Union is in discussion with the LTEO regarding how to achieve better taught postgraduate student representation.

**(2) Top Ten**

Mr Parker reported that he would soon be presenting a paper to the Council/Senate/Students' Union Committee with regard to a proposed guarantor scheme for international students to be able to secure accommodation in Bath.

**(3) Women in Leadership Conference**

The Committee noted that this event would take place on the 7<sup>th</sup> February 2015 and that all places had been sold.

**1327. NSS**

Dr Ant Bush, Director of Studies for the BA Sport and Social Sciences presented details of actions he and colleagues had taken to address issues that might have had an impact on NSS satisfaction scores. The Committee noted that the most recent NSS satisfaction scores for this programme had been very high, more than

20% above the University of Bath's average. Dr Bush described to the Committee some of the actions taken, which included:

- Fully on-line submission of coursework, with feedback also being given via Moodle.
- Dates for submission and feedback posted on Moodle.
- All units have formative assessment exercises.
- Students have the opportunity to work through examples of past work.
- Students are reminded often of the different forms in which they receive feedback.
- All teaching staff have published office hours to see students.
- Feedback is given in a number of different ways: verbally, via Twitter and formally.
- All staff use a standardised feedback sheet.

**1328. ACADEMIC SKILLS CENTRE**

The Director provided an update on the ASC. Mrs Ward Goodbody explained that the ASC can provide all students with access to the Academic Skills Programme. The Committee noted that many programmes in the Faculty already incorporate an element of ASC into their curriculum, and that this has been positively received by the majority of students.

The Committee noted that currently there are fewer options for Masters and Distance Learning students to access the ASC programme but that there is an intention to develop in this area, subject to resources being available.

Mrs Ward Goodbody also explained that the ASC runs a Writing Centre which is a facility available to all, via an on-line tutorial booking system.

**1329. PEER REVIEW OF TEACHING**

The Committee considered reports on the peer review of teaching in each Department. The Chair commented that colleagues in all departments had positively engaged in the exercise and clearly had welcomed the opportunity to discuss current practice and to share some good practice.

**Department of Economics (paper 102)**

**Department of Education (paper 103)**

**Department for Health (paper 104)**

**Department of Politics, Languages and International Studies (paper 105)**

**Department of Psychology (paper 106)**

Examples of good practice discussed included:

- The use of software to compare two versions of a document.
- The use of 'LINO' in lectures to provide students with the opportunity to anonymously post questions and comments on a virtual board for discussion.
- The provision of immediate feedback to students following a presentation so that they can use the feedback in their individual written report.

The Committee noted that due to the absence of the Director of Learning and Teaching a report is not yet available for the **Department of Social and Policy Sciences**.

**SPS**

**1330. TAUGHT POSTGRADUATE PROGRAMME ANNUAL MONITORING REPORTS FOR 2013/14**

The Committee considered the reports for the following programmes:

(1) **Department of Economics**

- MSc Economics & MSc International Money and Banking (paper 108)

The Committee noted that this was a clear and comprehensive report which confirmed that the Department had been responsive to student and external examiner comments. The Committee noted that the external examiner commented in particular that students are now given more guidance in the dissertation marksheet with regard to how the markers have arrived at their final marks.

- MSc Economics and Finance (paper 109)

The Committee commented that this was a very brief report but that the programme appeared to be in good shape. The Committee noted that the Head of Department had appropriately addressed a number of issues raised by the External Examiner in his annual report, clarifying for him that his role was to comment on academic standards, rather than to judge individual cases.

(2) **Department of Education**

- MA Teaching English to Speakers of Other Languages (paper 110)

The Committee agreed that this was a comprehensive report. It was noted that as a result of additional teaching staff having been appointed it has been possible to increase the intake for the programme.

The Committee noted that the External Examiner for the programme commented on the University's use of 40% as the pass mark. Prof Gough indicated that he understood that this was under consideration as part of the on-going review of NFAAR:PGT although had not had any recent update on progress.

- MA Education (paper 111)

The Committee noted that the full-time programme has been suspended but that the part-time programme is thriving.

- MA Coach Education and Sports Development (paper 112)

The Committee noted that the programme has been withdrawn but that one part-time student remains on the programme. The Committee agreed that the student is being appropriately supported in order that she can complete her studies.

(3) **Department for Health**

- MSc Primary Care (paper 113)

The Committee noted that it is intended that this programme will be withdrawn and that arrangements have been put in place to support the remaining students to be able to complete their studies.

- MSc Sport and Exercise Medicine (paper 114)

- MSc Sports Physiotherapy (paper 115)

The Committee noted that there had been serious resource issues for the delivery of this programme but that in spite of this, and largely thanks to the work of a Teaching Fellow who assumed the majority of the responsibility of the programme, the students have been content with their

programme.

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

- MA Interpreting and Translation & MA Translation and Professional Language Skills (paper 116)

The Committee noted that there appeared to be a number of comments in the external examiner reports which had not been fully addressed in the response letters from the Head of Department. The Director of Studies will therefore need to ensure that they are addressed in future communications with the external examiners.

**PoLIS**

The Committee noted that while the report refers to the potential development of a new Masters programme with Chinese no formal proposal had yet been made by the Department.

- MA Contemporary European Studies: Politics, Policy and Society (Euromasters), MA Contemporary European Studies Transatlantic Track (Euromasters TAT), MA International Relations, MA International Security & MA International Relations and European Politics (paper 117)

The Committee noted that there had been some issues relating to changes in administration and the Director of Studies role for the programme during 2013/14. It was also noted that there was a low rate of student feedback for units on the programme, which is probably explained by the fact that all students spend periods of time studying at overseas institutions.

**(5) Department of Psychology**

- MSc Health Psychology (paper 118)

The Committee noted that there continues to be an issue in relation to support for the placement element of the programme. The Committee also noted that the Department is considering the development of CPD activities linked to the programme. Ms Hill pointed out to the Committee that the University has decided to withdraw from many CPD activities, concentrating on bespoke executive CPD and therefore that the Department of Psychology should discuss its ideas with the Head of the CPD Office before taking plans any further.

**Psych**

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

- MSc Social Research (paper 119)

The Committee noted that the programme has been formally withdrawn and that the last remaining student has now completed their studies.

- MSc International Development & MSc Wellbeing in Public Policy and International Development (paper 120)

The Committee noted that one of the External Examiners raised a concern with regard to an insufficient attention to methodological issues which appeared not to have been addressed in the Head of Department's response letter or in the action plan for the coming year. It was also noted that an External Examiner continued to refer to concerns over the criteria for the 40 – 49% marking range but that the Head of Department had addressed this in his response letter indicating that there had been a full review of the marking criteria.

**SPS**

The Committee noted that the report for the MSc International Public

**SPS**

Policy Analysis will be submitted to the next meeting of the Committee.

(7) **MRes Programmes** (paper 121)

- MRes Economics, MRes International Development, MRes Education, MRes European Politics, MRes Psychology, MRes European Social Policy, MRes Social Work, MRes Social Policy, MRes Sociology
- MRes Environment, Energy and Resilience, MRes Global Political Economy, MRes Health and Wellbeing, Security, Conflict and Justice.

The Committee noted that the report covered the suite of programmes offered at the University of Bath but also those offered in collaboration with the ESRC SW DTC partners.

It was noted that the letters in response to the External Examiners reports for the collaborative programmes were being drafted by the University of Bristol and were not yet available.

The Committee noted that with very small numbers on each of the programmes the practice of holding informal meetings at which students could discuss issues rather than holding formal SSLC meetings seemed sensible. It was also noted, however that the MRes students are able to attend the PGT SSLC meetings in their home department.

Prof Gough reminded the Committee that the ESRC will be re-commissioning DTCs and that the details of this process will be available within the next few days.

**1331. UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 125).

**1332. DEPARTMENTAL COMMITTEES**

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

- Department of Economics, 9.12.14 (paper 122)
- Department for Health, 19.11.14 (paper 123)
- Department of Social and Policy Sciences, 21.10.14 and 19.11.14. (paper 124)