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

Date and Time: **Wednesday 10th June 2015 at 13.45pm**

Venue: **CB5.1**

Present: Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr S Martin, Department of Education
Dr R Maconachie, Department of Social and Policy Sciences
Dr A Mondon, Department of Politics, Languages and International Studies
Dr M de Tina, Department of Economics
Ms M Ward Goodbody, Director of ASC
Dr C Wilson-Stokes, Department for Health

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Dr D Clarke, Department of Politics, Languages and International Studies

Apologies: Ms E Barratt Hacking, Department of Education
Dr F Bisset, Learning Partnerships Office
Dr A Bush, Department for Health
Dr J Brice, Graduate School Manager
Prof S Gough, Associate Dean (Graduate Studies)
Dr M Garcia, Politics, Languages and International Studies
Dr R Joiner, Department of Psychology
Prof A Lewis, Psychology
Miss J Medland, Student Experience Officer
Dr T Skinner, Department of Social and Policy Sciences
Dr C Winnett, Economics
Mr T Parker, Students' Union
Miss L Shaikh, Student
Mr A Stringfellow, Student

1367. MINUTES

The Committee approved the minutes of the meeting on the 6th May 2015 (paper 164). There were no matters arising.

ACTION

1368. CHAIR'S BUSINESS

(1) Late submission of coursework

The Chair reported that following the implementation of anonymous marking it had not been possible to continue the previous practice in some departments to contact students who appeared not to have submitted coursework by the deadline. The Committee agreed that it is the responsibility of the students to submit their work by the deadline, or if appropriate to seek an extension to the submission deadline in advance. Students should be clearly informed how they will receive confirmation that their coursework has been submitted correctly (eg via Moodle, or following scanned coversheet submission) and that they will not be contacted should they have failed to submit by the deadline.

(2) Recording of Teaching and Advice Sessions by Students

The Committee considered a document submitted by the Department of Psychology that raised concerns regarding the recording of teaching and advice sessions by students without seeking the permission of the member of staff (paper 165). The Chair reported that there had been a recent discussion at Senate related to the recording of teaching sessions and that this document will feed into the wider discussion around this issue.

1369. ANNUAL REVIEW OF FEEDBACK POLICIES

- Department of Economics (paper 166)
- Department of Education (paper 167)
- Department for Health (paper 168)
- Department of Politics, Languages and International Studies (paper 169)
- Department of Psychology (paper 170)
- Department of Social and Policy Sciences (paper 171)

The Committee noted that each Department had approached the review of their feedback policies in a slightly different way, some focussing on the policy and others on feedback to students. For most it was clear that there had been a discussion with students at an SSLC meeting; however, in some cases, this had not been noted, even though such discussions had taken place. This needs to be made clearer in the future. It was agreed by the Committee that a template for this report, which would provide appropriate prompt questions and a reminder of how and with whom the review should be undertaken would be useful. It was also agreed that in the future each departmental report should be accompanied by the generic marking criteria for undergraduate and postgraduate work, with changes highlighted by tracked changes.

**Chair/
Sec**

The Committee noted that in some departments it had been decided that they would make changes to the way in which students could seek access to their examination papers and to discuss these with the relevant member staff. The Chair reminded members that the Faculty guidelines indicate that as a **minimum** students must be able to contact their Director of Studies to be able to request to be able to see an examination paper and to discuss this with the relevant unit convenor.

The Committee noted the Group Work Guidance document which had been included with the Department of Social and Policy Sciences report. It was also noted that the Department of Education would be introducing the use of 'spot marking' in 2015/16.

1370. ANONYMOUS MARKING 2015/16

The Committee considered the departmental plans for the anonymous marking of coursework at undergraduate and taught postgraduate level.

- Department of Economics (paper 172)
- Department of Education (paper 174)
- Department for Health (paper 175)
- Department of Politics, Languages and International Studies (paper 176)
- Department of Psychology (paper 177)
- Department of Social and Policy Sciences (paper 178)

The Committee agreed that a template for this report would also have been helpful, noting that each Department had presented their report in a different way. It was also noted that not all Departments had reported on their plans for postgraduate taught student work (PoLIS, Psychology and Social and Policy Sciences). Departments were reminded that it is expected that anonymous marking of coursework must be applied to all coursework, where practical, at undergraduate and postgraduate level.

The Committee noted that colleagues continue to have concerns in relation to the administration of anonymous marking (with much confusion, for example, over which numbers should be used by students). Concerns were also raised in relation to the value of anonymous marking in comparison with the perception that feedback to students could no longer be as helpful. The Chair reminded members that anonymity is intended only at the point of marking and the submission of marks to SAMIS. Anonymity can then be removed in order for plagiarism checking and in order that students can receive full feedback on their work.

The Committee noted that the LTEO are drafting updated guidance for staff and that this will be circulated in advance of the new academic year. It was also suggested that it might be useful for the Faculty e-Learning Officer to provide advice and workshops to departments.

1371. E-LEARNING

The Committee considered an audit of e-learning activities in all Departments of the Faculty:

- Department of Economics (paper 178)
- Department of Education (paper 179)
- Department for Health (paper 180)
- Department of Politics, Languages and International Studies (paper 181)
- Department of Psychology (paper 182)
- Department of Social and Policy Sciences (paper 183)

The Committee was pleased to note a wide range of e-learning tools being used across the Faculty. These included: Moodle, Skype, Twitter, Lino, Padlet, Flipping, on-line presentations, audience response systems (eg TurningPoint and PollEverywhere), Panopto/Re:View, You Tube clips, BOB National (Box of Broadcasts) and blog posting.

The Committee also noted that Dr Aslam in PoLIS had recently received an Innovation in Teaching and Learning award for his blended use of Twitter and Skype in teaching sessions to organise interactive videoconference sessions with academics, students, aid workers, social activists and journalists from across the Middle East and Asia.

It was also noted that Dr Francombe-Webb from Health is involved in an initiative called LITEbox (Learning Innovation Technology Environment), which is intended to provide staff or staff and students to learn, share, explore and develop new and existing technologies for learning, teaching and research. The Committee agreed that it would like to invite Dr Francombe-Webb to the October meeting of the Committee to give a short presentation on the initiative.

Sec

While Departments agreed that the support for their use of Moodle is good, some indicated that further guidance on how to use it more effectively and in more innovative ways would be useful. Some concerns were raised with regard to Re:View, with the suggestion that it would be preferable if the recording of sessions could be managed on the spot by the lecturers. The following are some examples of other areas for further development and assistance identified in the departmental reports:

- How to deliver a unit to 400 students (which has to currently be taught twice to two different groups because of a lack of suitably large lecture space) in a more engaging manner than providing a recording of the lecture (Economics)
- Could some of the strategies used in MOOCS delivery be used to support other students' learning? (Psychology)
- Are there better alternatives to VoiceThread for online student presentations? (Psychology)

1372. QA CODE OF PRACTICE REVISIONS

(1) QA35 (Assessment procedures for taught programmes of study) and QA12 (External examining (taught provision))

The Committee considered the proposed revisions to QA35 and QA12 (paper 184), noting that the revisions include some changes and clarifications with regard to the responsibilities of External Examiners and in particular in relation to their input into Boards of Examiners. It was noted that it is intended that the NFAAR documents will be revised to remove the information which is now included in QA12 and QA35. Mrs Eggleston indicated that she will also be producing a single-page summary of External Examiner responsibilities which will supplement the existing External Examiners' Handbook.

The Secretary reported that she had already provided some feedback on the proposed revisions to Mrs Eggleston, some of which had been taken into account in the most recent drafting of the documents. The Secretary agreed to forward a few further minor comments directly to Mrs Eggleston after the meeting.

Sec

(2) QA56 (Continuing Professional Development)

The Committee considered proposed revisions to QA56 (paper 185), noting that the code must now cover non-credit bearing as well as credit-bearing provision. The Committee also noted that the University had recently decided to no longer recruit to the Professional Development Scheme although reference to this is retained in the document because there are some students still undertaking studies towards a professional development award. Members of the Committee noted that the MSc Primary Care is used as an example in a number of places throughout the document but in view of the fact that this programme has been withdrawn it was suggested that this could be misleading. The Secretary indicated that she would be sending some other minor comments and suggestion to the Learning and Teaching Enhancement Office.

Sec

1373. UNIT AND PROGRAMME CHANGES

In accordance with QA4 Amendments to Existing Units and Programmes of Study and the Approval of New Units, <http://www.bath.ac.uk/quality/documents/QA4.pdf>, the Committee considered the following proposed unit and programme changes for implementation in 2015/16 (unless otherwise indicated):

(1) Department of Economics

The Committee approved the establishment of two new units for implementation in 2015/16, subject to clarification of the intended assessment for one element of Games and Experiments:

- ES2XXXX Economics of Innovation and Entrepreneurship
- ES2XXXX Games and Experiments

[Secretary's note: the Unit Description for ES2XXXX Games and Experiments was amended after the meeting with the addition of 'Practical test: Lab computer test 20%.']

The Committee noted that the revised Programme Descriptions submitted with the proposed new units were possibly not the most up-to-date versions. This would need to be checked after the meeting. It was also noted that 'tracked changes' were not used in these documents, rather notes in an additional column. The Committee noted that in order to aid version control and the updating of catalogues after the approval of unit and programme changes it is important that changes are made to the most recently approved version using 'tracked changes' in Word.

(2) Department for Health

The Committee approved minor unit changes for implementation in 2015/16, (paper 189):

- HL10035 Sports Performance 1
- HL10037 Sports Performance II
- HL20185 Exercise Physiology
- HL30054 Nutrition and Metabolism
- HL40481 Research Design and Project Preparation
- HL40482 Advanced Psychological Research Methods

(3) Department of Psychology

(a) The Committee considered the proposal for the establishment of a stand-alone credit-bearing 12 credit unit for introduction in 2015/16:

- Intermediate Course in Systemic Theory and Practice (paper 190)

The Committee raised a query in relation to the credit-weighting of the proposed unit, noting that the stated total study hours were 300, rather than 200. The Committee also noted that some minor corrections were required. Subject to the clarification of the credit-weighting or hours query and satisfactory completion of minor corrections, the Committee approved the proposed new unit.

[Secretary's note: the Department of Psychology confirmed that the total study hours for the unit must be 300 in order to comply with the potential Accrediting body requirements. In view of this and the additional assessment element for this unit in comparison with the 12 credit Foundation Course in Systemic Theory and Practice it was also confirmed that this new unit should be 18 credits.]

- (b) The Committee approved minor and intermediate unit changes for implementation in 2015/16 (paper 191):
- PS30014 History of Psychology
 - PS30155 Psychology Dissertation
- [Secretary's note: the Director of Studies confirmed after the meeting that there were no implications for the programme aims related to the proposed changes.]*

- (4) **Department of Social and Policy Sciences**
The Committee approved minor and intermediate unit changes for implementation in 2015/16 (paper 192):
- SP50230 Wellbeing: concepts, measurement and policy
 - SP50242 Wellbeing Assessment in public policy and development practice

- (5) **Academic Skills Centre**
The Committee considered a proposal for the establishment of a new unit, for implementation in 2015/16 (paper 193):
- Academic Skills Development Portfolio

The Committee noted that the proposed 3 credit unit was intended to meet student demand for a more agile unit in which they could develop their academic skills. It was noted also that the unit would be available to all undergraduate, taught postgraduate and postgraduate research students as part of the Generally Available Unit catalogue. The Committee approved the proposed unit.

1374. **UNIT AND PROGRAMME MATTERS**
To note details of unit and programme changes approved by Chair's action (paper 194).

1375. **PROFESSIONAL ACCREDITATION**
Department of Psychology
The Committee noted the recent confirmation of accreditation of the Doctorate in Clinical Psychology by the British Psychological Society (paper 195).

1376. **DEPARTMENTAL COMMITTEES**
The Committee received the minutes of the following Departmental Learning, Teaching and Quality Committee meetings:
- Department of Education, 15.4.15 (paper 196)
 - Department of Social and Policy Sciences, 10.12.14, 28.1.15, 11.3.15, 14.4.15 (paper 197)

1377. **UNIVERSITY COMMITTEES**
The Committee noted the minutes of the:
- Programmes and Partnerships Approval Committee, 18.3.15 (paper 198)
 - Academic Programmes Committee, 21.5.15 (paper 199)

1378. **ANY OTHER BUSINESS**
Dates of meetings for 2015/16:
The Committee noted the following dates:
- 21st October 2015
 - 11th November 2015
 - 2nd December 2015
 - 16th December 2015
 - 3rd February 2016

- 11th February 2016
- 16th March 2016
- 4th May 2016
- 8th June 2016