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

**Date and Time:** Wednesday 11<sup>th</sup> February 2015 at 13.45pm

**Venue:** CB3.5

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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  
Ms A Hill, Deputy Graduate School Manager  
Prof A Lewis, Psychology  
Dr S Martin, Department of Education  
Dr R Maconachie, Department of Social and Policy Sciences (from 14.30)  
Dr M de Tina, Department of Economics  
Dr C Wilson-Stokes, Department for Health  
Dr C Winnett, Economics  
Mr T Parker, Students' Union  
Mr A Stringfellow, Student

**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  
Prof S Gough, Associate Dean (Graduate Studies)  
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  
Ms M Ward Goodbody, Director of ASC  
Miss S King, Student  
Miss L Shaikh, Student

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**1334. MEMBERSHIP**

The Committee noted that Dr de Tina, Department of Economics, replaced Dr Mishra as a member of the Committee. Dr de Tina was welcomed to his first meeting.

**ACTION**

**1335. CHAIR'S BUSINESS****(1) Director of Learning and Teaching Role**

The Chair reported that he intends drafting a role description for the Departmental Director of Learning and Teaching and that it would be useful if those already in the role could forward to him a list of their current responsibilities.

**(2) Student Representation**

The Chair expressed concern that not all Departmental Learning, Teaching and Quality Committees currently included student representatives. However, members of the Committee confirmed that they all had identified student representatives but that the students often did not attend meetings or submit apologies for not being able to do so. Mr Parker reported that the Students' Union has recently appointed someone who will be responsible for co-ordinating and training student representatives on departmental committees.

**(3) Representation on the Programmes and Partnerships Approval Committee**

Dr de Tina volunteered to fill one of the Faculty's places on the PAPAC for the remainder of this year while Dr Gillison is on sabbatical.

**1336. STUDENT BUSINESS**

Mr Stringfellow reported that the Faculty of Engineering and Design had now also adopted the practice of including 'Student Business' as a standing agenda item for their Faculty LTQC.

**1337. CONSULTATION: ASSESSMENT OF PLACEMENT UNITS**

The Committee noted that this was intended as a consultation by the Careers and Employability Sub-committee prior to any formal proposals being made to the University LTQC (paper 125).

The Committee noted that it had reviewed Placement Units in a recent meeting in December 2014. Members commented that the Appendices to the document did not fully reflect current practice in Departments in the Faculty. It was not clear to members who had been asked to provide the details. It was agreed that the appendices should be corrected if there is any intention for them to be appended to future versions of the consultation document. Members felt that it was unnecessary to further review learning outcomes and assessment methods as suggested in Recommendation 1.

Members of the Committee did not agree with the suggestion in Recommendation 2 that POLO forms are explicitly included in formal assessment methods for all placements units, pointing out that this is not a requirement of QA6. The Committee noted that many students and members of staff remain unsure how to use the POLO forms. It was suggested that a qualitative reflection would be preferable.

Members of the Committee did not believe that students should be asked to comment on their placement units via an on-line unit feedback process. Students are able to provide feedback on their placements in other ways. Departments already gather a lot of feedback on placements from, eg the NSS.

In relation to Recommendation 4, members of the Committee felt that they

already had robust approaches to the re-induction of students after placement.

Mr Parker indicated to the Committee that students often suggest that some form of grading of their placements (eg Pass, merit, Distinction) would be useful. However, members of the Committee felt that this would be extremely difficult and that other means of recognising outstanding student placements are in place, noting that the majority of departments have prizes relating to placements.

**1338. UNIT AND PROGRAMME CHANGES**

**(1) Department of Economics**

**i** The Committee approved proposed undergraduate unit and programme changes, for implementation in 2015/16 (paper 126):

- Change in assessment for ES10005
- Change in assessment for ES10091
- Move to Semester 1: ES20068
- Move to Semester 2: ES20019
- New unit: ES3XXXX Economics of Financial Markets (to replace ES30081 Financial Theory and Applications)

In considering the proposed changes to unit assessment, the Chair pointed out that should the proposal to change the shape of the academic year be approved, moving to an examination only assessment for a Semester 1 unit would necessitate a further change to the assessment in the future. Dr Winnett indicated that she had already begun to consider the implications for the assessment of units should there in the future only be one assessment period for formal examinations at the end of the academic year.

**ii** The Committee approved proposed taught postgraduate unit and programme changes, for implementation in 2015/16 (paper 127):

- Add MN50556, NN50557, MN50374, MN50321, MN50429 and MA50196 to the MSc International Money and Banking
- Add ES50090 and ES50076, to replace MN50330 and MN50328, to the MSc Economics and Finance.
- Change to the assessment of ES50073.

The Committee noted that changes to the Programme Descriptions for the above changes were presented as notes, rather than through the use of tracked changes. While the Committee noted that the Department felt that it was clearer to present the changes in this way, it was noted that from the point of view of version control and the updating of web-based records, it is expected that changes are presented using tracked changes.

**ECS**

**(2) Department for Health**

**i** The Committee approved proposed unit changes relating to the FdSc and BSc Sport (Sports Performance) for implementation in 2015/16 (paper 128):

- Changes to the assessment of HL10456, HL10457, HL10458, HL10459, HL10460, HL10461, HL10462, HL20473, HL20474, HL20475, HL20477, HL20478, HL30392, HL30396, HL30468, and HL30472.

The Committee noted that the changes were being made to address

concerns of over-assessment of units raised by the External Examiner and also to introduce more consistency across units on the programmes in terms of the weighting of different elements of assessment and the word limits for coursework.

It was suggested by some members of the Committee that the assessment changes under consideration, categorised as minor, should be considered to be the responsibility of the Department Learning, Teaching and Quality Committee, rather than requiring approval at Faculty LTQC. It was suggested that Departments should be trusted to know what is the most appropriate for their own units and programmes. The Chair commented, however, that it was useful to be able to discuss the implications of changes to the assessment of units, and to compare with practice in other Departments in the Faculty. It was noted, for example, that a 6 credit unit in the Department of Politics, Languages and International Studies is likely to have a larger word limit for an item of coursework than was proposed for the HL3 units. The Committee noted also, however, that there is no University stated expectation with regard to word limits for coursework, although increasingly Departments are trying to be consistent across their own units.

- ii The Committee approved proposed changes to the assessment of HL20047, HL20051 and HL30044 for implementation in 2015/16 (paper 129).
- iii The Committee approved proposed changes in relation to the entry qualifications on the Programme Specification for the MSc Sport Physiotherapy, for implementation with effect from September 2015 (paper 130).
- iv The Committee approved proposed unit and programme changes in relation to the MSc Sport and Exercise Medicine, for implementation from September 2015, subject to a number of clarifications to be approved via Chair's action (paper 131):
  - Re-designation of all units in Year 1 and Year 2 as Stage Required Units (SRUs) with an end of Stage progression point at the end of Year 1.
  - Creation of two new 6 credit units (Sport and Exercise Medicine Practice 1 and 2) to replace HL50076.
- v The Committee approved the proposed change to the title of HL50140 for implementation with effect from September 2015 (paper 132).

**Health/  
Chair**

**(3) Department of Psychology**

The Committee approved proposed changes to units on the MSc Health Psychology, for implementation with effect from 2015/16, subject to clarification of a few minor queries for approval by Chair's action (paper 133):

- Creation of three new units: PS5XXXX Informing Intervention Design and Evaluation; PS5XXXX Advanced Qualitative Analysis; PS5XXXX 21<sup>st</sup> Century Public Health Psychology.
- Changes to existing units: PS50033 and PS50031.
- Withdrawal of units: PS500323 and PS50034.

**Psych/  
Chair**

The Committee noted that a revised Programme Specification (which potentially might need revisions to the programme aims and learning outcomes) should have been submitted alongside the other documents and therefore should be provided for Chair's action approval.

**Psych/  
Chair**

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

**i** The Committee approved proposed changes to units and programmes for BA Language and Politics, BSc Politics with Economics and BSc Politics and International Relations (paper 134):

- Suspend PL30885
- Reinstate PL30441
- Add new 'ghost' final year Semester 1 unit: PL3XXXX (A new option in British Politics)
- Add new 'ghost' final year Semesters 2 unit: PL3XXXX (A new Politics in China option)
- Move PL30895 from Final Year Sem 2 to Sem 1
- Add PL30895 to options for S1 BSc Politics with Economics
- Add PL30879 as option for BSc Politics and International Relations
- Add new 'ghost' Second Year Sem 1 PL3XXXX (Quantitative Research Methods) as compulsory unit for BSc Politics with Economics and optional for other programmes.
- Amend title and content of PL30108, PL30295 and PL30441

The Committee noted that it was unusual to propose the addition of a new unit to a programme without having the opportunity to consider the proposed unit. However, it was noted that the proposed unit descriptions will have to follow later once suitable new members of staff have been appointed.

The Committee noted that the assessment load for PL30108, as an example, in comparison with unit considered earlier in the meeting under 1337. (1) i, appeared to be high. The Committee noted also, however, that while consistency within a subject area is appropriate it may not be so appropriate to compare across subject areas.

**ii** The Committee approved the creation of new units and the withdrawal of units, for implementation in 2015/16 (paper 135):

- Withdrawal of PL390429 and PL30028
- Creation of new units: PL3XXXX La France Post-coloniale and PL3XXXX Les Banlieues de la République.

The Committee noted, however, that the revised Programme Description for BA Language and Politics programmes had not been included in the paperwork and therefore should be updated to reflect the additional new units.

**PoLIS/  
Chair**

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

The Committee approved the suspension of units for Semester 2 of 2014/15, subject to the updated Programme Descriptions for the affected programmes being approved by Chair's action: SP30213 and SP50237 Latin America Regional Research Specialism (paper 136).

**SPS/  
Chair**

**1339. ANNUAL MONITORING OF PROGRAMMES**  
**Department of Social and Policy Sciences**

The Committee considered the report for 2013/14 for MSc International Public Policy Analysis (paper 137). The Committee noted with disappointment that in spite of the revisions which had been made to the programme for 2013/14 it had only recruited 4 students. The Committee noted that the report suggested that the low recruitment resulted from inadequacies in relation to the marketing, admissions and administration of the programme, suggestions refuted by the Graduate School Manager in a note to the Committee. The Committee also noted that the Department is currently undertaking a review of all of its taught postgraduate programmes.

The Committee noted that the External Examiner raised an issue in relation to the workload and the credit weighting of units. It was suggested that this comment arose from a misunderstanding of the use of ECTS (rather than CATS) credits at Bath and that the Head of Department's letter in response did not clarify.

The Committee agreed that it was inappropriate to include with an Annual Monitoring Report comments from named students, as had been the case with this report.

**1340. DEPARTMENTAL COMMITTEES**

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

- Department of Psychology, 21.1.15 (paper 138).

**1341. UNIVERSITY COMMITTEES**

The Committee noted the minutes of the following committees:

- Programmes and Partnerships Approval Committee, 5.11.14 and 21.1.15 (paper 139).
- Academic Programmes Committee, 26.11.14 (paper 140).