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

Date and Time: Wednesday 12th November 2014 at 13.45pm

Venue: CB4.1

Present: Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)
Ms E Barratt Hacking, Department of Education
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr R Joiner, Department of Psychology
Prof A Lewis, Psychology
Dr S Martin, Department of Education
Dr E Rich, Department for Health
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
Ms M Woodward, Learning Partnerships Office
Mr T Parker, Students' Union
Miss L Shaikh, Student
Mr A Stringfellow, Student

In Attendance: Mrs L Allott, Undergraduate Manager
Miss S E Jacobs, Faculty Assistant Registrar (Secretary)

Apologies: Dr M Garcia, Politics, Languages and International Studies
Prof S Gough, Associate Dean (Graduate Studies)

Dr R Maconachie, Department of Social and Policy Sciences
Dr A Mishra, Economics
Dr J Brice, Graduate School Manager
Ms A Hill, Deputy Graduate School Manager
Ms M Ward Goodbody, Director of ELC/ASC
Miss S King, Student

1286. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 22nd October 2014 (paper 25).

ACTION

1287. **MATTERS ARISING**

(1) **Minute 1272 (5) Anonymous Marking**

The Chair confirmed that Departments have been asked to identify those Year 1 units for which they could from a practical point of view introduce anonymous marking in Semester 2 of the current year, confirming therefore that should a Department have concerns with regard to the practicalities of anonymous marking for certain units that they do not have to adopt this for the current year. The Committee noted continuing concerns with regard to the administrative load in dealing with the anonymous submission and marking of work but also noted that the Undergraduate Manager intended circulating some best practice guidelines for academic and administrative staff in the very near future.

The Committee noted that several departments intend asking their students to save their work using their candidate number as the document title before loading onto the relevant unit Moodle page. It was noted that students have not yet received an email informing them of their candidate number for the current academic year but that this will happen soon.

The Committee was reminded that marking is expected to be anonymous but that when a piece of work is submitted to Turnitin or an investigation into an alleged assessment offence is undertaken the work no longer needs to be anonymous.

(2) **Minute 1272 (7) Assessment Deadline for Undergraduate Units in the Department of Politics, Languages and International Studies**

Dr von Oppen reported that she had discussed at the recent SSLC meeting the concerns raised at the last meeting. She reported, however, that the students at this Committee were unaware of any issues, confirming that they believed all submission dates were published in the Handbook for this year.

(3) **Minute 1275 (3) Degree Scheme Review**

The Committee noted that the University Learning, Teaching and Quality Committee had approved the request for the Degree Scheme Review for the MA International Security to be deferred to 2015/16, and that it could be reviewed alongside the MA International Relations and European Politics and the MA International Relations, which would as a result be brought forward by one year.

1288. **CHAIR'S BUSINESS**

(1) **Education Strategy and the Curriculum**

The Chair reported that he and the other Associate Deans (Learning and Teaching) had agreed the following areas on which to focus during the coming year, for which papers will be submitted to the Committee for discussion:

- Before Christmas: NSS questions 1 to 4
- March: on-line unit evaluations for Semester 1
- After Easter: e-Learning
- Semester 2: Widening participation and international student progression

(2) **Student Experience Officer**

The Committee agreed that it would be useful in the future if the Faculty

Student Experience Officer, Miss Jenny Medland, were able to attend the meeting as an observer.

The Committee noted that the Student Experience Officer had recently agreed to establish some lunchtime informal 'drop-in' sessions at which students in the Department for Health could meet with her to discuss any issues on their mind. Students will be invited by Miss Medland by email. The experience will be evaluated at the end of the year (how many students, any repeat visits, the types of issues discussed). The Committee noted that this might be an activity which other Departments would also wish to develop.

(3) NSS Action Plans

The Chair apologised to Directors of Learning and Teaching that they are now asked to supplement the Action Plans they may have already drafted to include reference to international students (whether they engage with the NSS or if they have made any specifically negative comments with regard to their experience as an international student).

1289. STUDENTS' BUSINESS

(1) Campaigns

Mr Stringfellow reported that the Students' Union had recently identified the following areas for their campaigns during 2014/15:

- Increasing unit information to inform student option choices
- Improving examination feedback
- Academic Representative awareness
- Increasing staff for student private study.

(2) SSLC Minutes

The Committee was reminded that all SSLC minutes must be forwarded to the Students' Union (in addition to the Department LTQC and the Faculty Board of Studies).

(3) Faculty Forum Meetings

The Committee noted that the Students' Union intends running Faculty Forum Meetings (for undergraduate and postgraduate students) every 4 weeks. Should any Faculty issues be raised at these meetings, the Students' Union would bring details to this Committee for discussion.

(4) Action Short of a Strike

Mr Parker asked the Committee if they were able to identify any particular areas within the Faculty which are likely to be affected by the boycott on assessment in order that the Students' Union could inform students. The Chair responded that staff have been asked to inform the Director of HR of their intentions by the end of the day and therefore at this stage there is no information available.

1290. DEPARTMENTAL REPORTS ON REVIEW OF UNDERGRADUATE PROGRAMMES FOLLOWING NFAAR:UG REVIEW

In line with the memo sent to Undergraduate Directors of Studies and Directors of Learning and Teaching (paper 27), the Committee considered reports from each Department on the following:

- Programme structure (Designated Essential Units - DEUs - and relative size of large projects)

- Designated Alternative Programmes (DAPs)
- Exit awards
- Progression to placement /study abroad

The Committee noted that in view of the fact that the NFAAR:UG would now permit the condoning of up to 18 failed credits in each stage, it was important for Departments to be confident that students could meet the programme learning outcomes without any additional units being given the status of DEU. This review was also intended as an opportunity to ensure that details about Designated Alternative Programmes are clearly expressed. The Committee commented that it is not entirely clear what constitutes a DAP. For example, are 3 year programmes without placement expected to be described as DAPs for 4 year programmes with placement? Further guidance on the way in which to describe DAPs in Programme Specifications and in Student Handbooks would be helpful. It was also noted that currently the appendix to the NFAAR:UG with regard to DAPs is not clear in relation to the circumstances in which a student would be permitted to transfer to a DAP having failed units on their original programme. Mrs Eggleston indicated that she is going to be seeking advice on this with Academic Registry colleagues.

GE

The Committee noted that for all programmes the size/credit weighting of projects and dissertations are appropriate.

The Committee noted that following further review of their responses, Departments may be asked to consider the implications for their programmes again.

(1) Department of Economics (paper 28)

The Committee noted that there are currently no units with DEU status on any of the undergraduate programmes in Economics. The Committee noted that the rationale for this is that there is a substantial core of compulsory units on each of the programmes and it would be difficult to distinguish between these in order to identify units which should be designated as DEUs. The Department feels that the current structure and regulations ensure that students are able to achieve the learning outcomes, even if they fail the maximum number of credits permitted.

(2) Department of Education (paper 29)

BA Childhood, Youth and Education Studies

The Committee noted that the programme already has a number of DEUs.

(3) Department for Health (paper 30)

i BA Sport and Social Sciences

The Committee noted that this programme currently has no DEUs and the report implies that the implications of the revisions to the NFAAR:UG have not been fully considered. The Committee agreed that the Department should be asked to reconsider.

Health

ii BSc Sport and Exercise Science

The Committee noted that all units on this programme are designated as DEUs. The Director of Learning and Teaching for the Department for Health indicated that the Department may wish to review this.

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

31)

The Committee welcomed this detailed report on all programmes in the Department. The Committee noted that there is only a single 6 credit unit designated as a DEU on the BSc Politics with International Relations and none on the BSc Politics with Economics. It was suggested that it might be difficult to ensure that a student achieves all programme learning outcomes if there is no DEU in the two different subject cores for the programmes, but that there was no indication from the paper that this was the case.

(5) Department of Psychology (paper 32)

The Committee noted that the Dissertation unit is the only DEU for the BSc and MSci Psychology programmes.

(6) Department of Social and Policy Sciences (paper 33)

i BSc Social Work and Applied Social Studies

The Committee noted all units are designated DEUs on this programme because the accrediting body requires that all units are passed in order for students to be eligible for social work status. The BSc Applied Social Studies is the DAP for this programme.

ii All other Undergraduate programmes

The Committee noted that a number of proposed changes to the programmes resulting from this review including the designation of DEUs and the identification of DAPs will be considered later in the meeting as unit and programme changes.

iii BSc Social Work (Wiltshire College) (paper 34)

The Committee noted that all units on this programme area DEUs in line with the accrediting body's requirements. The Committee noted that there is no DAP for this programme.

1291. UNIT AND PROGRAMME CHANGES

(1) Department of Education

i The Committee considered a proposal to change the title of the BA Childhood, Youth and Education Studies to: BA Education with Psychology for implementation with effect from 2016/17 (paper 35).

The Committee noted that the proposal followed a review of the Department of Education in 2013 and a recent Degree Scheme Review, from which there was a clear recommendation for a change to the title of the degree. The Committee also noted the detailed involvement of students on the programme and their strong support for the proposal. The Committee agreed to recommend the change in programme title to the Academic Programmes Committee.

APC

ii The Committee approved proposed changes to the Doctor of Education for immediate implementation (paper 36).

(2) Department of Social and Policy Sciences

(i) The Committee considered a large number of proposed unit and programme changes to undergraduate programmes for implementation in 2015/16 (paper 37).

Members of the Committee queried why it is proposed that the BSc Social

Sciences is the only DAP for all other programmes. It was suggested that in view of the overlap between the BSc Sociology and the BSc Sociology and Social Policy programmes, and the BSc Social Policy and the BSc Sociology and Social Policy programmes, that it might be possible for these to be identified as DAPs for each other. Dr Skinner explained that transfer to the BSc Social Sciences is most common, and this is the most appropriate DAP for the other programmes. She also explained that it is possible for students to be considered for transfer to other programmes but that this is considered on a case-by-case basis. The Committee noted that should a student fail a DEU on programme it is likely that this would also be a DEU for the other sociology and social policy programmes, and therefore the BSc Social Sciences, which is more flexible, would be the natural DAP.

Members of the Board considered whether the inclusion of up to 12 credits as Director of Study approved units for the BSc Social Sciences programme in the second and final years was appropriate. It was suggested that in the future if there are patterns of unit choices it would be preferable to include these as listed options for the relevant programmes to help overcome timetabling restrictions for students.

Subject to some minor edits to the documents, the Committee approved all of the changes, including the establishment of the following new units:

SPS

- SP3XXXX Applied Social Studies Dissertation
- SP3XXXX Social Policy Dissertation (and as a consequence the withdrawal of SP30008 and SP30009)
- SP3XXXX Sociology Dissertation (and as a consequence the withdrawal of SP30057, SP30058, SP30102 and SP30103)
- SP3XXXX Policy Evaluation (and the withdrawal of SP20010 Social Policy Evaluation)
- SP2XXXX Society, welfare and policies in Europe (and the withdrawal of SP30012 Comparative European Social Policy)

And amendments to the following unit:

- SP20005 Making and communicating policy: theories and practices

Amendments to the Programme Descriptions and Programme Specifications, including the addition of DAP details, for the following programmes were approved:

- BSc Sociology
- BSc Social Sciences
- BSc Sociology and Social Policy
- BSc Social Policy

1292. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 39).

1293. DEPARTMENTAL COMMITTEES

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

- Department of Psychology, 15.10.14 (paper 41)

- Department of Politics, Languages and International Studies, 30.9.14 (paper 42)
- Department of Social and Policy Sciences, 21.5.14 and 28.5.14 (paper 43)