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

Date and Time: Wednesday 21st October 2015 at 13.45pm

Venue: 1WN3.8

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr M Garcia, Politics, Languages and International Studies
Dr N Hinvest, Psychology
Dr R Joiner, Department of Psychology
Dr S Martin, Department of Education
Dr P McGuigan, Department for Health
Dr A Mondon, Department of Politics, Languages and International Studies
Dr M Robb, Department of Social and Policy Sciences
Dr M de Tina, Department of Economics
Ms M Ward Goodbody, Director of ASC
Dr C Winnett, Economics
Mr J Kenny, President Students' Union
Miss I Righi, Student
Mr T Sun, Student

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

Apologies: Ms E Barratt Hacking, Department of Education
Dr F Bisset, Learning Partnerships Office
Dr J Brice, Graduate School Manager
Prof S Gough, Associate Dean (Graduate Studies)
Miss J Medland, Student Experience Officer
Dr R Maconachie, Department of Social and Policy Sciences

-
- 1382. (1) TERMS OF REFERENCE, MEMBERSHIP AND SCHEDULE OF BUSINESS**
The Committee noted the Terms of Reference of the Committee for 2015/16 (paper 1).

ACTION

- (2) The Committee noted the **membership** list for 2015/16 (paper 2).
- (3) The Committee noted the **draft schedule of business** for 2015/16 (paper 3). The Chair also reported to the Committee that she intended inviting a colleague to attend each meeting for a first agenda item which will allow the Committee to discuss current matters of interest or importance.
- (4) The Committee noted the **schedule for unit and programme changes** during 2015/16 for 2016/17 (paper 4). The Chair asked members to carefully note the deadlines for making proposals for the different category of changes for unit and programmes.

1383. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 10th June 2015 (paper 5).

1384. MATTERS ARISING

Minute 1369 Annual Review of Feedback Policies

The Committee noted a template for future use when reviewing departmental feedback policies (paper 6). The Committee noted that, as indicated on the Committee schedule, reports will be expected to be submitted to the Committee for consideration at the 8th June meeting.

1385. CHAIR'S BUSINESS

(1) Anonymous Marking

The Chair reminded members that all departments in the Faculty will be implementing anonymous marking for all undergraduate and taught post-graduate units, where practical, during 2015/16. The Committee noted that guidance has recently been circulated to Heads of Department and Directors of Studies and that Faculty administrative staff have been considering procedures to support the anonymous marking of coursework, both for hardcopy and electronic submissions. The Committee noted that The Faculty e-Learning Officer will be able to provide guidance on the use of Moodle.

(2) Feedback from ULTQC, 22.9.15

The Chair reported that in addition to the two documents which will be considered later in this meeting (the Annual SSLC report and report on new programme approvals), the ULTQC also discussed changes to on-line Unit Evaluations, noting that unit convenors will be asked to invite students to complete on-line evaluations on their mobile devices during a lecture in week 10 or 11 of each unit. The Committee also noted that there will now be additional questions which can be chosen on set-up via SAMIS for placement and distance learning units.

The ULTQC also agreed that all unit convenors will now be expected to create a Unit Evaluation Report which must be available to students via Moodle. Members of the Committee expressed some confusion in relation to the difference between a Unit Evaluation Report and a Unit Monitoring Report, and questioned whether they were different, and both needed. The Committee noted that Unit Boards of Examiners often undertake unit monitoring, which would be recorded in the minutes of these meetings but not in the Unit Evaluation Report. The Chair agreed to circulate further guidance once this has been received from the LTEO.

Chair

Mrs Eggleston reported that a review of all forms of monitoring reports are to be

reviewed during the coming year.

(3) **Unit Assessment Deadlines**

The Chair reported that, if this is not already current practice, all departments are expected to publish coursework deadlines at the beginning of each semester for students to access via Moodle. Where possible, consideration should also be given to the staggering of deadlines. The Committee noted that consideration would have to also be given to ensuring students had access to the submission deadlines for units outside of their home department.

(4) **United Kingdom Engagement Survey**

The Chair reported that the results of this programme level survey of undergraduate and postgraduate students should now be available on-line and should be used in annual monitoring of programmes, and Degree Scheme Reviews.

(5) **Accessibility of Unit Evaluations**

The Chair reminded members to consider making changes as indicated in the summary report on the accessibility of unit monitoring reports for undergraduate units in the Faculty, which was considered at the meeting on the 25th March 2015 (paper 7). The Committee noted that a further up-dated report will be submitted to the next meeting of the Committee and that this will include a report on the accessibility of reports for postgraduate units.

1386. **STUDENTS' BUSINESS**

Students' Union Top Ten Objectives for 2015/16

Mr Kenny reported to the Committee that the Top Ten Objectives for the coming year would be:

- Lobby for an increase in space to work in the Library
- To secure fixed fees for international students for the duration of their programme
- To improve examination feedback
- To ensure easy access to effective mental health support
- An increase in support for postgraduate students who teach
- To challenge costs on campus
- To develop clear group work policies
- To improve prayer room facilities on campus
- To make sure that unit evaluations are effectively addressed and actions communicated
- To lobby for improved housing standards

1387. **ANNUAL REVIEW OF PROGRAMME APPROVALS FOR 2014/15**

The Committee considered the report on the approval of new programmes through PAPAC and Senate during 2014/15 (paper 9). The Committee noted that the report highlighted that, in order that new programme proposals are not referred back to departments by the University-level PAPAC, Department and Faculty-level committees should ensure that errors are corrected and full proof-reading undertaken before documents are forwarded for consideration at the University-level committee. It was also noted that it is important that any corrections or suggested further developments made by the FLTQC are properly addressed prior to the proposal being forwarded to the PAPAC. The Committee noted that the time between committees and the schedule for new programme proposals often result in there being insufficient time to achieve this.

1388. **ANNUAL SSLC REPORT FOR 2014/15**
 The Committee considered a summary annual report for 2014/15 (paper 10), noting that many of the issues raised in the report are covered by the Students' Union Top 10, the introduction of anonymous marking for coursework and the introduction of Unit Evaluation Reports. The Committee noted that the document will soon be sent to Heads of Department with a request that it is discussed at DLTQC and SSLC meetings. The Committee agreed that departments would be requested to provide a verbal update on any action taken in response to this report at a meeting later in the year. **DoLTs/
Sec**
1389. **QUALITY ASSURANCE CODE OF PRACTICE**
 The Committee noted details of revisions to the QA Code of Practice, effective from 1.8.15 (paper 11). Mrs Eggleston explained that revised QA12 (External Examining) and QA35 (Assessment Procedures) documents will soon be posted on the web page, alongside emails being sent to External Examiners informing them of the changes to the expectations in relation to their attendance at Boards of Examiners with effect from January 2016.
1390. **DEGREE SCHEME REVIEWS**
 The Committee noted details of the 2015/16 DSR schedule (paper 12).
1391. **NSS ACTION PLANS**
 The Committee considered Action Plans for each Department in the Faculty. The Committee noted that these are working documents and there will be an expectation that they are continually reviewed and updated. All Action Plans will be submitted again to the Committee with updates for the 3rd February 2016 meeting. **DoLTs**
- (1) **Department of Economics** (paper 14)
 The Committee agreed that a more detailed analysis of the results might have been useful. It was also noted that the fact that unit evaluation scores have been considered as good (eg 3.5) can be misleading, noting that there is not always a correlation between these and NSS scores.
- Dr Winnett explained to the Committee that the Action Plan does not set out the full detail of the short and medium-term actions which are already in train and which will be discussed at the Department of Economics committee next week. The Committee agreed that the key action for the Department is to improve communication and engagement with students and academic staff.
- (2) **Department of Education** (paper 15)
 The Committee noted that there had been a relatively large drop in overall satisfaction of students, although members were uncertain whether the decoupling of the single programme which was now based in the Department, with the other programmes having moved to the Department for Health at the beginning of 2014/15, might have had an impact on this.
- (3) **Department for Health** (paper 16a)
 The Committee agreed that this was a good example of the presentation of an Action Plan, with a lot of detail, specified time-lines and identification of the person responsible for each action. Other Departments are encouraged to follow this format in the future. The Committee noted that while there had been a small drop in scores across all sections, the students remain very satisfied.

- (4) **Department for Health** (paper 16b)
The Committee noted that the students on the Action on Addiction programme are all satisfied with their programme but that they are not satisfied with the Students' Union. Mr Kenny reported that he had recently visited Action on Addiction to discuss with the students how it might be possible to address this matter. However, he also reported that the nature of these students (who are all mature and taught solely off-campus) meant that it was difficult to see how the Students' Union might better support them. Mr Kenny invited members of the Committee to contact him if they had any suggestions with regard to improving support for these students and those on distance learning programmes. **All**
- (5) **Department of Politics, Languages and International Studies** (paper 17)
The Committee noted that a recent review of the curriculum for students on all undergraduate programmes in the Department will address many of the concerns raised by students. It was noted that the reference to 'centralised system for supplementary assessments' related to processes within the Department.
- (6) **Department of Psychology** (paper 18)
The Committee noted that students in the Department of Psychology continue to be extremely satisfied. Dr Joiner explained to the Committee that the improvement in student satisfaction, and maintenance at a high level, was a consequence of frequent communications directly with the students, via, for example, Year 1 programme-embedded meetings with personal tutors, Year group meetings with the Director of Studies.
- (7) **Department of Social and Policy Sciences** (paper 19)
While the Committee noted that this report had not been submitted in the expected format, members agreed that it was a comprehensive document, with useful appendices. The Committee has pleased to note the overall high satisfaction of the students.

1392. **UNIT AND PROGRAMME CHANGES**

- (1) **Department of Politics, Languages and International Studies**
The Committee considered a proposal for a new unit (approved in principle at the 11.2.15 meeting of the Committee) (paper 23):
- PL20899 Quantitative Political Analysis
- The Committee raised some concerns in relation to the proposed unit, noting that it appeared to be at a different level and had a different title to the 'ghost' unit approved in principle earlier in the year. The Committee also noted that there appeared to be another compulsory unit with which there was content overlap. The Committee also agreed that the Programme Specifications for the programmes which will incorporate this new unit should have accompanied the proposal. The Committee agreed that the unit should be re-submitted for consideration by Chair's action. **PolIS**
- (2) **Department of Psychology**
i The Committee approved a proposal to add three new options to the BSc Psychology and MSci Psychology programmes with effect from 2016/17 (paper 24), noting that this responded to a recommendation in the recent Degree Scheme Review:
- MN10545 Organisational Behaviour
 - MN20072 Managing Human Resources

- MN20073 Marketing

- ii The Committee considered proposed changes to the Doctoral Programme in Clinical Psychology for immediate implementation and applicable to all cohorts, which included minor changes to unit assessments and changes to the Programme Specification (paper 25):

The Committee had some difficulty understanding the proposed changes, commenting that the majority appeared to be so minor that it should not have been necessary to submit to the Committee for approval. However, it was also noted that some of the changes required approval by the Committee (eg, changes to the Programme Specification) and that it would have been difficult to separate these out. The Committee noted that references to the accreditation of a CPD unit embedded in the programme in the Programme Specification were not consistent. In some places there was correct reference to the fact that the accreditation is pending and in others there was a suggestion that the accreditation was in place. The Chair indicated that she would like to meet with Dr Hamilton-Giachritsis to discuss the changes and to better understand the programme.

**Chair/
Psych**

The Committee, none-the-less, approved the proposed changes to the following units:

- PS-60131 Core competencies in clinical psychology (Unit A1)
- PS-60133 Developmentally appropriate applications of clinical psychology (Unit A2)
- PS-60134 Advanced and specialist clinical psychology (Unit A3)
- PS-60137 Child and Adolescent Mental Health clinical placement (Unit C3)
- PS-60138 Learning Disabilities clinical placement (Unit C4)
- PS-60139 Clinical Health (or other specialty) clinical placement (Unit C5)
- PS-60140 Specialty Elective clinical placement (Unit C6)
- PS-60141-3 Professional and personal development (Unit P1)
- PS-60144 Clinical research in practice (Unit R1)
- PS-60145-6 Clinical Research Project (Unit R2)

- (3) The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 28).

(4) **Department of Education**

The Committee noted minor amendments to the following units, approved by the Departmental Learning, Teaching and Quality Committee (paper 29):

- ED50317 Language Teaching Methodology and Curriculum
- ED50327 Second Language Acquisition
- ED50484 Dissertation for the MA Teaching English to Speakers of Other Languages

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

The Committee noted amended marking criteria for the MA in Interpreting and Translating, the MA in Translation and Professional Language Skills and the MA in Translation with Business Interpreting (Chinese) for immediate implementation (paper 30).

1393. ACCREDITATION OF PROGRAMMES

(1) Department of Education

The Committee noted that the International Baccalaureate Organisation has renewed their recognition of the MA in Education for the award of the IB Certificate in Teaching and Learning and the IB Advanced Certificate in Teaching and Learning Research (paper 31).

(2) Department of Social and Policy Sciences

i The Committee noted the Health and Care Professions Council and The College of Social Work confirmation of their accreditation of the BSc Social Work and Applied Social Studies programme (paper 33).

ii The Committee noted the Health and Care Professions Council and The College of Social Work confirmation of their accreditation of the BSc Social Work (Wiltshire College) (paper 34).

1394. DEPARTMENTAL COMMITTEES

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

- Department of Politics, Languages and International Studies, 19.5.15 (paper 35).
- Department of Psychology, 27.5.15, 23.9.15 and 8.10.15 (paper 36).
- Department of Social and Policy Sciences, 13.5.15 (paper 37).

1395. UNIVERSITY COMMITTEES

The Committee noted the minutes of the following Committees:

- Programmes and Partnerships Approval Committee, 7.7.15 and 8.7.15 (paper 38).
- Academic Programmes Committee, 9.7.15 and 23.9.15 (paper 39).