



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

Date and Time: **Wednesday 25th March 2015 at 13.45pm**

Venue: **CB4.1**

Present: Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)
Ms E Barratt Hacking, Department of Education
Dr F Bisset, Learning Partnerships Office
Dr A Bush, Department for Health
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr M Garcia, Politics, Languages and International Studies
Dr R Joiner, Department of Psychology
Prof A Lewis, Psychology
Dr S Martin, Department of Education
Dr R Maconachie, Department of Social and Policy Sciences
Miss J Medland, Student Experience Officer
Dr A Mondon, Department of Politics, Languages and International
Studies
Ms M Ward Goodbody, Director of ASC
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: Dr J Brice, Graduate School Manager
Prof S Gough, Associate Dean (Graduate Studies)
Ms A Hill, Deputy Graduate School Manager
Dr T Skinner, Department of Social and Policy Sciences
Dr M de Tina, Department of Economics
Miss L Shaikh, Student

1342. MEMBERSHIP

The Committee noted that Dr Mondon, Department of Politics, Languages and International Studies, replaced Dr von Oppen as a member of the Committee. Dr Mondon was welcomed to his first meeting.

ACTION

1343. **MINUTES**

The Committee approved the minutes of the meetings on the 4th and 11th February 2015 (paper 141), subject to a correction to the Department indicated for Dr A Bush. There were no matters arising.

1344. **CHAIR'S BUSINESS**

(1) **Change to the Shape of the Academic Year**

The Chair reported that there was continuing debate about whether the proposal for the changes to the shape of the academic year will be approved, and if so, when they would be implemented. The Committee noted that the Students' Union was not supporting the proposal. The Chair suggested, however, that it would be appropriate for Directors of Studies and Directors of Learning and Teaching to consider how they might make changes to the assessment of units should there no longer be a formal examination period after Semester 1.

(2) **Review of Feedback Policies**

The Chair reminded members that each Department must submit a report on their review of feedback policies with students for consideration at the 10th June 2015 meeting.

DoLTs

(3) **Accessibility of Unit Evaluations**

The Committee discussed a review of how Departments within the Faculty currently provide feedback to undergraduate students in relation to their evaluation of units (paper 142). The Committee noted that while the review had been undertaken by the Students Experience Officer (SEO) and the Faculty e-Learning Officer in relation to undergraduate units only, it is also a requirement for Departments to provide taught postgraduate students with the same feedback. The SEO indicated that she would undertake a similar review for taught postgraduate units.

SEO

Members of the Committee commented that it is important that students are able to see how their feedback on units is being addressed. The Committee noted that there are a number of examples of good practice in the Faculty but that there is currently no common approach to how annual Unit Monitoring Reports (UMRs) are provided for students. The Committee therefore supported the following recommendations, noting that the SEO and Faculty e-Learning Officer will be able to provide assistance:

- That a simple method, which requires little maintenance, is needed so that UMRs are easily posted on-line for students to access.
- That unit convenors ensure UMRs from previous years are uploaded and clearly signposted on the individual unit Moodle page.
- That the Student Experience Officer work on promoting UMRs as part of a Faculty-wide project on raising awareness of the actions taken by staff as a result of student feedback, and the opportunities for students to offer this feedback (SSLCs, becoming an Academic Rep, UMRs, NSS surveys etc).
- That departments identify opportunities to embed links to UMR repositories on their Moodle pages to ensure easy accessibility by students.
- That links to UMRs be included on SSLC pages, as it helps connect these ways of offering feedback.
- That the [central webpage](#) collating links to the UMRs across the University be clearly signposted, as it is useful for students who are taking units taught by other departments.

DoLTs

- That an anonymised spreadsheet summarising Unit Evaluation scores across each department will be produced by the SEO for Departments to upload to appropriate locations on Moodle.
- That the SEO will carry out a further review of accessibility of UMRs in each department at both UG and PG for the October FLTQC in order to evaluate progress.

SEO

The Committee noted that in some Departments there are members of staff who do not routinely complete an UMR. The Chair indicated that he would take this to the next Faculty Executive Committee meeting as it is important that all members of staff comply with this important activity.

Chair/
FEC

(4) Departmental Awayday

The Committee discussed the report of a recent Department of Psychology Teaching Awayday (paper 143).

(5) Equality Impact Analysis

Miss Medland reported that she had begun a review of on-line unit evaluations to see if there is any evidence of bias in relation to eg gender, age or nationality. A report will be submitted for discussion at the 6th May 2015 meeting of the Committee.

1345. STUDENT BUSINESS

(1) SU Officers Election

Mr Parker reported that new Officers had recently been elected for the 2015/16.

(2) Shape of the Academic Year

Mr Parker reported that following a survey of students the Students' Union had agreed that it could not support the proposed changes to the shape of the academic year. Students have particular concerns with regard to a potential increase in assessment at the end of the academic year and with regard to possible negative impacts on the availability of placements.

Mr Stringfellow commented that while the SU has to represent the opinions of the students who responded to the survey he personally felt that there may have been a biased view presented by the survey response and that this possibly reflected a reluctance to accept change.

1346. 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 proposed unit and programme changes for implementation in 2015/16 (unless otherwise indicated):

(1) Department of Education

i The Committee agreed that the proposed revisions to ED30194 Language, Communication and learning (2014/15) (paper 148) should be withdrawn and discussed further outside of the meeting with the Chair.

Educ/
Chair

ii The Committee approved proposed revisions to the assessment of ED30005 Science Education in Practice and ED30006 Issues in Science Education (paper 149). However, concerns were expressed that it was not clear what formative assessment opportunities there will be for students. The Committee noted that while all units are expected to provide formative assessment opportunities,

especially if there is only one piece of summative assessment, there is currently no obvious place on the Unit Description where this information should be provided. It was suggested that a brief comment be included under “Assessment: Other”.

- iii The Committee approved revisions to the title, content and assessment of ED10351 Early Childhood and Primary Education (paper 150), noting that the changes were being made partly in response to student feedback.
- iv The Committee approved the proposed revisions to the title and aims of ED60281 Learning about Learning (paper 151).

(2) Department for Health

- i The Committee approved revisions to title, content and requisite details for HL20104 Introduction to Sport Medicine (paper 152), for implementation in 2017/18 (and related to the proposed new MSci/BSc Physical Activity and Health).
- ii The Committee approved revisions to the assessment, availability and requisites for HL40059 Physical Activity and Health Across the Lifespan (paper 153), for implementation with effect from 2016/17 (and related to the proposed new MSci/BSc Physical Activity and Health).
- iii The Committee approved revisions to the assessment of HL50138 Sports Environment (paper 154).

(3) Department of Politics, Languages and International Studies

- i The Committee considered the proposal for the following new units for BA Language and Politics, BSc Politics with Economics, BSc Politics and International Relations (paper 155):
 - PL2XXXX Political Violence and Terrorism in the UK
 - PL30897 ('ghost unit') Peace Processes in the Middle East and Europe.
 - PL3XXXX Contemporary Critical Thinkers
 - PL3XXXX Politics and Religion in Contemporary Europe.

The Committee noted that it is not clear if the proposed units will be available to students on the BSc Economics and Politics programme as there had been limited communication between the respective home departments in relation to this. The Committee noted that there were no pre-requisites indicated for the units and therefore in theory assumed that they would be appropriate. Dr Winnett explained to the Committee, however, that she and the students in the Department of Economics would welcome more detailed guidance in relation to which PoLIS units might be suitable for students on the BSc Economics and Politics programme and how these might be combined to create coherent pathways through their studies.

The Chair indicated that he would discuss with the Director of Studies for undergraduate Politics programmes the establishment of more formal meetings at which such matters could be discussed in advance of proposals being made for approval.

Chair

The Committee discussed the use of the concept of a 'ghost' unit by the Department of PoLIS, noting that no other Department did so. The Committee

questioned whether it was necessary to continue with this practice as it was very confusing and it was not clear what the benefit was.

[Secretary's note: I discussed with the Administrative Assistant in SREO responsible for maintaining on-line unit and programme catalogues and she confirmed that the establishment of 'ghost' units doubled the work for her and as far as the catalogue was concerned this served no purpose. She confirmed that while there are deadlines for the creation of new units to fit in with the publication of catalogues and timetabling it has always in reality been possible to add a new unit which is created after the deadlines.]

The Committee noted that the skills section of the proposed PL2XXXX Political Violence and Terrorism in the UK includes reference to teamwork being developed and assessed but that there is no reference to any group assessment for the unit.

The Committee approved the proposed units, subject to the correction to the skills section referred to above.

PoLIS

- ii The Committee approved revisions to the title and content of the Public Service Interpreting units for the MA Interpreting and Translation and MA Translation and Professional Language Skills (paper 156):

- PL50811 French/English
- PL50812 German/English
- PL50813 Italian/English
- PL50814 Russian/English
- PL50815 Spanish/English

The Committee noted, however, that revised Programme Descriptions reflecting the new unit titles would also be needed.

PoLIS

- iii The Committee approved the withdrawal of taught postgraduate units no longer offered (paper 157).

- iv The Committee approved revisions to the following units and programmes (paper 158):

- PL30017 La femme en France au vingtième siècle (new title: Genre et politique: la France en perspective compare, and content).
- PL30880 The rise of the extreme right: from the margins to the mainstream (addition as a unit to the BA Modern Languages and European Studies)
- PL30102 Politics in Post-communist Russia (changes to content)

The Committee noted that it would have been easier to consider the proposed changes to PL30017 if revisions had been identified via 'tracked changes'. It would have been clearer to indicate that the change would be effective from 2015/16 on the covering QA4 Form 1. The Committee noted that it is preferable to include indicative reading for a unit in unit outline information provided to students registered on a unit as it could quickly become out of date information in a unit description (PL30102).

- v The Committee considered a proposal for the establishment of new units to be offered by the Foreign Languages Centre (paper 159):

- Mandarin Chinese Stage 4A (3 and 6 credit)
- Mandarin Chinese Stage 4B (3 and 6 credit)
- Arabic Stage 1A (6 credits)

- Arabic Stage 1B (6 credits)

The Committee noted that the rationale for the establishment of these units was stated as being in response to student demand. The Committee felt that a stronger rationale should be made which, for example, could potentially indicate the likely demand. The Committee noted that its role is to consider the proposed new units from an academic point of view but that there is currently no procedure for the consideration of the business case for new credit-bearing units which are not to be offered as stand-alone CPD units. If the proposed units were CPD units, in line with QA56, a case would need to be made to the Faculty Executive Committee. The Dean indicated that he would discuss with the Head of Department.

**Dean/
PoLIS**

1347. UNIT AND PROGRAMME MATTERS

The Committee noted details of unit and programme changes approved by Chair's action (paper 160).

1348. DEPARTMENTAL COMMITTEES

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

- Department for Health, 14.1.15 (paper 161)
- Department of Economics, 21.1.15 (paper 162)
- Department of Politics, Languages and International Studies, 27.1.15 (paper 163)

1349. UNIVERSITY COMMITTEES

The Committee noted the minutes of the University Learning, Teaching and Quality Committee, 15.1.15 (paper 164).