



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

Date and Time: **Wednesday 6th June 2018 2017 at 13.45**

Venue: **1WN3.20**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Dr A Charles, Department of Social and Policy Sciences
Mrs M Clutterbuck, Learning Partnerships Office
Dr A Bush, Department for Health
Mr James Hart, Undergraduate Student representative
Prof C Martin, Department of Economics
Dr S Martin, Department of Education

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Miss E Merker, Programmes Manager (Operations)
Miss R Wood, Head of Skills Centre (for 1656)

Apologies: Dr Rana Jawad, Department of Social and Policy Sciences
Dr R Joiner, Department of Psychology
Dr K Von Oppen, Department of Politics, Languages and International
Studies
Mrs A Stacey, Programmes Manager (Development)
Mr B Davies, Students' Union President
Miss Charlotte Rumble, Undergraduate Student representative
Miss H Liang, Taught Postgraduate Student representative

ACTION

1655. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on 2nd May 2018 (paper 92).

1656. CHAIR'S BUSINESS

Skills Centre

Miss Wood, recently appointed as Head of The Skills Centre, attended the meeting to introduce herself to the Committee and to explain some of the structural changes taking place in the Centre. The Committee noted that The Skills Centre now comprises 2 groupings: 1) Languages and 2) Academic Skills (incorporating MASH).

Miss Wood explained that The Skills Centre will be arranging focus group meetings for staff across the University so that a review of expectations and experience can be undertaken in relation to the pre-session programme. Miss Wood also indicated that she would

welcome any feedback on the services and training provided by The Skills Centre currently.

The Committee noted also that The Skills Centre will be available to contribute to discussions relating to the embedding of skills in programmes as part of the curriculum transformation activity. Miss Wood invited Departments to get in touch when they are ready to discuss this.

The Committee noted that an area where academic departments would like some further input related to the training of students in appropriate referencing and the avoidance of plagiarism in coursework. Miss Wood indicated that The Skills Centre co-ordinates meetings of representatives of all areas in the University which provide skills development (e.g. Careers, Library, Doctoral College) and this provides a useful way to promote consideration of such University-wide issues/needs.

1657. STUDENTS' BUSINESS

Mr Hart indicated that a number of students had asked him about the curriculum transformation activity, noting that there is some confusion among some over whether there would be any impact on current students. Mr Hart re-iterated his suggestion that the best time to engage students in discussion would be in the first week of the new academic year.

1658. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes approved by Chair's action:

- Minor amendments to the Programme Specification for the MSc Public Policy.
- Minor amendments to the Programme Specification for the MSc Humanitarianism, Conflict and Development.
- Minor amendments to the Programme Specification for the MSc International Development suite of programmes.
- Retrospective amendment to assessment details for ES30040 for 20187/18 (from CW 25%, CW Group Presentation 15%, Examination 50% to: CW Group Presentation 40%, Examination 50%; and removal of 35% qualifying mark for the examination).
- Minor amendments to the Programme Specification for the MA Teaching English to Speakers of Other Languages (removing reference to the possibility of APL credit being given for the DELTA qualification for applicants with effect from 2018/19).

1659. DEPARTMENTAL COMMITTEES

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

- Department of Education, 7.3.18 (paper 96)
- Department for Health, 11.4.18 (paper 97)