

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

Date and Time: **Wednesday 10th June 2020 at 13.45**

Venue: **Via Teams**

Present: Dr N Gjersoe, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Miss M Clutterbuck, Learning Partnerships Office
Prof J Devine, Department of Social and Policy Sciences
Prof R Joiner, Department of Psychology
Dr S Martin, Department of Education
Dr A Mondon, Department of Politics, Languages and International Studies
Dr K von Oppen, Department of Politics, Languages and International Studies
Dr A Schaeffer, Department of Economics

In Attendance: Miss S Jacobs, Assistant Registrar (Secretary)
Mrs R Acres, Assistant Registrar
Mr M Ashdown, Projects Manager
Mrs A Theilgaard, Student Engagement Manager
Mrs E Whittleton, Programmes Manager
Mrs E Richards, Business Engagement Manager
Mr M Gore, Placements Manager

Apologies: Miss A Lobo, Students' Union
Miss A Shepherd-Coles, Undergraduate Student
Dr S Moore, Department of Social and Policy Sciences
Miss A Palmer-Ross, Undergraduate Student

ACTION

1817. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 6th May 2020 (Paper 94). There were no matters arising not covered elsewhere on the agenda.

1818. ALTERNATIVE ASSESSMENTS

Directors of Teaching confirmed that alternative assessments had so far taken place smoothly with only a very small number of students making contact with any difficulties submitting their work on-line.

It was noted that submission points had been left open after the 15 minute window. It was suggested that in the future it should be made clearer to students that even if they are able to submit after the deadline, their work would be considered as having been submitted late (and in the current assessment period would result in an automatic deferral for a first attempt in August).

1819. PLACEMENTS

Mr Gore and Mrs Richards attended the meeting for this item of business.

Mr Gore explained that the Placements Team are still assisting students in their search for placements for 2020/21. All are keen to receive confirmation that a minimum of 24 weeks (in place of the currently stated higher minimum number of weeks in some unit and programme documents) is approved. The Committee noted that University Learning, Teaching and Quality Committee approved a range of proposals relating to the procedures for the proposal and approval of changes to placement requirements at a meeting last week (some of which need to be approved by Senate), and that subject to final details being received, proposals are mostly ready for approval within the Faculty.

Mr Gore suggested that some students may wish to delay commencing their placement next year to January 2021. He explained that should they fail to secure a placement by this point they would need to suspend their registration for the remainder of the year and either transfer to the 3 year non-placement programme and proceed to their final year in 2021/22, or, if they secured a placement for 2021/22 to remain on the 4 year programme, undertake their placement in 2021/22 and then return to their final year in 202/23. It was noted that consideration is being given to the skills development and other activities which might be made available to students in this position during the period October 2020 to January 2021. A question was raised with regard to the fee implications and official status of a student in this scenario. This will be forwarded to Academic Registry with a request for guidance.

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Mrs Richards explained the employability skills training could be available to students through involvement in VIPs (Vertically Integrated Projects) and access to Skills Centre Training on-line and would not be reliant on delivery by academic staff. It is intended that the skills training should be available to all students on 3 year non-placement programmes.

The Committee noted that it is hoped that there will be a number of placement opportunities available to students within the University

It was noted that there are currently a small number of students who have not met the usual expectations in terms of minimum number of weeks for their placement (as stated for their programme, or the statutory minimum requirement of 24 weeks). A question was raised with regard to whether they might be permitted to make up the missing weeks while also undertaking their final year in 2020/21. This question will also be forwarded to Academic Registry for advice.

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Ac Reg

1820. REVISED QA GUIDANCE FOR THE CURRENT PERIOD

The Committee noted that guidance for the preparations and operation of Unit Boards of Examiners had been added to the Academic Registry Staff [wiki space](#) (including some further updates earlier today).

It was noted that there are a number of outstanding questions arising from the advice so far given and the implications of the University's no-detriment measures. Members of the Committee are keen to receive as a matter of urgency as they are currently preparing for their Unit Boards of Examiners which commence next week. The Secretary indicated that the questions raised in the meeting, and others raised by other colleagues already, will be forwarded to Academic Registry so that they can include advice relating to these in the further guidance they intend to provide.

The Committee noted that Academic Registry had created a new report which produces a scatter plot for potential use as a different visual presentation of student unit results at BEUs. This was in response to a request from the Faculty of Science, where there is experience in using these in previous years. Having reviewed an example scatter plot report members of the Committee agreed that they did not feel that these would add any further useful information and therefore that they would not wish these to be created for use in Faculty BEUs.

1821. CURRICULUM TRANSFORMATION

The Committee noted that, as previously noted, the only courses which are planned to proceed for implementation in 2022/23 are the Politics MA courses and the recently approved MSc Sport Management and MSc Global Public Health and Policy. It was noted, none-the-less that changes planned for implementation via Curriculum Transformation may in some cases be appropriate for introduction sooner, through the approval of changes to existing programmes.

1822. PROGRAMME CHANGES for 2020/21

The Chair reported that it has been recognised that a wide range of changes may need to be made to programmes for the planned 'blended' delivery of teaching in 2020/21 currently under consideration, and that guidance on the process, paperwork and approval steps for these changes is awaited.

1823. REMOTE DELIVERY OF TEACHING

The Chair asked the Directors of Teaching to confirm whether they have sufficient data from their own survey of staff relating to the experience of on-line delivery in the past few months to feed into plans for enhancing online delivery in the future, or if they would wish to circulate to staff the proposed short TEL survey.

DoTs

The Committee noted that a number of new support positions are being considered which would assist academic departments in the development of their on-line teaching materials. Directors of Teaching are asked to consider what type of resource would be useful for them.

DoTs

The following suggestions were noted in discussion:

- Creating and editing videos.
- Using Teams in more advanced ways.

- How to make use of the technology available to create more interactive and engagement material.
- Ensuring consistency in Moodle pages for students.

The Committee discussed a number of questions which have been raised in relation the on-going plans for the creation of a resilient curriculum for 2020/21. It was noted that there are meetings planned to discuss further with Heads of Department and Directors of Teaching in the coming days.

1824. RENEWAL OF EXCHANGE AGREEMENT

Department of Politics, Languages and International Studies

The Committee approved a proposal for the renewal of an exchange agreement with Voronezh, Russia, for a further 5-year period with effect from 1.5.20 (paper 95).

UNIT AND PROGRAMME CHANGES

1825. The Committee noted the following changes approved by Chair's action for implementation in 2020/21:

- **MRes Programmes:** withdrawal of XX50133 and XX50137 and their replacement with a new 18 credit unit, Research Apprenticeship Project with effect from 2020/21:
<https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=12574>

1826. FACULTY COMMITTEES

The Committee received the minutes of the following departmental committees:

- Department of Economics Learning, Teaching and Quality Committee on 29.4.20 (paper 96).
- Department of Social and Policy Sciences Learning, Teaching and Quality Committee on 20.5.20 (paper 97).

1827. UNIVERSITY COMMITTEES

The Committee noted the minutes of the following committee:

- Courses and Partnerships Approval Committee, 13.5.20 (paper 98)

1828. ANY OTHER BUSINESS

The Committee noted the currently scheduled dates of meetings in 2020/21:

- 7th October 2020
- 2nd December 2020
- 13th January 2021
- 20th January 2021
- 3rd February 2021
- 17th March 2021
- 24th March 2021
- 5th May 2021
- 9th June 2021

