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

**Date and Time:** Wednesday 22<sup>nd</sup> January 2020 at 13.45

**Venue:** 1WN2.4

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**Present:** Dr N Gjersoe, Associate Dean (Learning and Teaching), (Chair)  
Dr A Bush, Department for Health  
Prof R Joiner, Department of Psychology  
Dr S Martin, Department of Education  
Dr S Moore, Department of Social and Policy Sciences  
Dr K von Oppen, Department of Politics, Languages and International  
Studies  
Dr A Schaeffer, Department of Economics

**In Attendance:** Miss S E Jacobs, Assistant Registrar (Secretary)  
Mrs R Acres, Assistant Registrar  
Mrs A Theilgaard, Student Engagement Manager  
Mrs E Whittleton, Programmes Manager  
Mr M Ashdown, Project Manager

**Apologies:** Dr F Bisset, Learning Partnerships Office  
Miss M Clutterbuck, Learning Partnerships Office  
Miss A Lobo, Students' Union  
Miss A Shepherd-Coles, Undergraduate Student  
Miss A Palmer-Ross, Undergraduate Student

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**1781. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 15<sup>th</sup> January 2020 (Paper 79). There were no matters arising not covered elsewhere on the agenda.

**1782. EXTENSIONS POWER APP**

Mr Ashdown provided a verbal update on this development, with a demonstration of how the App will work for both students and staff. The Committee was pleased to note that the App will soon be released to Programmes Officers for testing and that it is intended to be made available to students with effect from week 2 of Semester 2. It was agreed that an email template for Directors of Studies to use in their communication with students about this new tool would be useful. It

**ACTION**

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was also noted that Moodle pages and Student Handbooks would need to be updated with links to the App.

1783. **Commercial in Confidence**  
**CURRICULUM TRANSFORMATION: PHASE 2/3 UNDERGRADUATE COURSES**

The Committee noted that this was the first set of draft Phase 2/3 documents to be considered. The following sources of guidance in relation to the expectations at this stage were noted:

- Committee Scrutiny and Approval of Course Proposals (paper 81).
- Guidance on how to approach Phase 2/3 course design: <https://teachinghub.bath.ac.uk/curriculum-transformation/phase-2-and-3-course-design/>
- Detailed guidance on required information for Phase 2/3: <https://teachinghub.bath.ac.uk/curriculum-transformation/required-information/>
- The Principles for Transformation: <https://teachinghub.bath.ac.uk/curriculum-transformation/curriculum-transformation-principles/>

The Committee agreed that a more focussed check-list/prompts-list to guide them in their consideration of the documents would have been useful. The Secretary reported that for future meetings it is hoped that this would be available.

The Committee also agreed that it would have been helpful to have seen a summary comparison between current and proposed courses in relation to the following: number and size of units in each year of study; number and nature of assessments in each year of study. It was also suggested that it would have been useful to have a summary report on how each of the principles for CT had been addressed in the proposed courses and whether any proposals at Phase 1 had not been possible or had been adjusted. It was noted, however, that the document templates for Phase 2/3 did not prompt the inclusion of these details. This will be raised with CLT colleagues.

NG

**Department of Economics**

The Committee considered the **draft** proposed Phase 2/3 documents for the following undergraduate programmes (paper 80):

- BSc Economics)
- BSc Economics and Politics
- BSc Economics and Mathematics

(The detailed discussion is not available for publication due to its commercially sensitive nature)

The Committee agreed that the meeting had been a very useful 'workshop-style' approach to the consideration of the Department of Economics draft Phase 2/3 paperwork. It was agreed that this approach will be repeated for other departments, noting that further consideration by the Committee so that the proposals could be formally approved prior to submission to CTC would be needed.

**1784. NEXT MEETING**

The Committee noted that there are meetings scheduled to take place as follows, at which the remaining 5 departments are expected to present their draft Phase 2/3 undergraduate documents:

- 18<sup>th</sup> March 2020
- 25<sup>th</sup> March 2020

Further meetings of the Committee are scheduled as follows:

- 6<sup>th</sup> May 2020
- 10<sup>th</sup> June 2020

*[Secretary's note: it has now been confirmed that the deadline for PGT Phase 2/3 submissions to CTC will be late November. This means that the scheduled May and June meetings above will be used to consider final undergraduate submissions prior to the 24<sup>th</sup> June CTC deadline.]*