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

**Date and Time:** Wednesday 3<sup>rd</sup> February 2021 at 14.00

**Venue:** Via Teams

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**Present:** Dr N Gjersoe, Associate Dean (Learning and Teaching), (Chair)  
Dr A Bush, Department for Health  
Dr G Forey, Department of Education  
Prof R Joiner, Department of Psychology  
Dr P Manning, Department of Social and Policy Sciences  
Dr A Mondon, Department of Politics, Languages and International  
Studies  
Dr K Papps, MRes  
Dr A Schaeffer, Department of Economics  
Mr E Feddon, Student  
Miss A Snary, Student

**In Attendance:** Miss S E Jacobs, Assistant Registrar (Secretary)  
Mrs A Theilgaard, Student Engagement Manager  
Mrs E Whittleton, Programmes Manager

**Apologies:** Dr F Bisset., Learning Partnerships Office  
Miss M Clutterbuck, Learning Partnerships Office  
Mr F Masala, Students' Union President  
Miss N Singh, Student

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**ACTION**

- 1864. MINUTES**  
The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 13<sup>th</sup> January 2021 (Paper 24).
- 1865. MATTERS ARISING**  
There were no matters arising not covered elsewhere on the agenda.
- 1866. CHAIR'S BUSINESS**  
**a) HSS Bath Blend and Space Requirements for 2021/22 and beyond**  
The Chair reported that the RCPT is currently considering options relating to the balance of pre-recorded, LOIL and IPT learning which it will be possible to timetable. There is some appetite from RCPT to move to a flipped classroom approach with lectures being pre-recorded and time on campus

being more interactive, while LOILs would be reserved for e.g. tutorials and one-to-one meetings.

Concerns were expressed by the Committee that there is an assumption that recorded lectures have all been successful or are the most appropriate delivery method for all units. It was stressed that a review of what has been successful or not for individual units, through consultation with the students, would be important. Feedback appears to currently indicate for a lot of the Faculty of Humanities and Social Sciences that interactive live on-line learning sessions have been the most successful. It was suggested that the use of pre-recorded material to deliver content would not be appropriate for a lot of HSS subjects.

The Chair reported that she and the Director of Administration will sit on a new committee to be chaired by the University's Chief Operating Officer, Keith Zimmerman, with the remit which includes consideration of whether and how teaching space across campus might need to be reconfigured in the future.

Directors of Teaching were asked to consider how current spaces could be used differently or better for teaching.

**b) On-line Assessment in 2021/22 and beyond**

The Committee noted that there is a review of the Semester 1 experience of Inspira underway and that this will feed into developments for Semester 2.

The Chair reported that she has been asked what reservations staff may have to moving to on-line assessments permanently. It has already been noted that there are likely to be some assessments which may need to be in-person on campus.

The Committee noted that all Unit Convenors will be asked to complete a questionnaire on the Semester 1 Inspira experience later this week. The Chair asked Directors of Teaching to encourage colleagues to provide their feedback. It was also noted that the Taught Programmes Team has been asked to provide feedback on their experiences with Inspira.

Members of the Committee stressed that Inspira and Urkund must be linked in future. It was also noted that there have been some changes in workload relating to the creation and management of examinations. Some elements of the process previously undertaken by the Taught Programmes Team are now the responsibility of the Unit Convenor (who has to construct the examination paper within Inspira) and other elements undertaken by the Examinations Office are now the responsibility of the Taught Programmes Team.

The Committee noted that a key concern being discussed relates to the opportunity for students to cheat in remote on-line examinations. The Chair reported that this is being carefully considered in preparation for post-Covid online assessment.

Dr Schaeffer observed that there is a high level of stress amongst Economics students as a consequence of the many changes which have been made, but in particular in relation to the move to open-book assessments. The Committee noted that it is important to be able to explain

the nature of any new style assessments to students so that they understand what is expected of them and to reduce the anxiety which has been experienced in the recent assessment periods.

The length of examinations and the ability to include the writing of equations in examinations were raised as particular concerns.

c) **BEU Guidance for Semester 1:**

The Committee noted that guidance for BEUs had been circulated today, together with a new Template appendix to the minutes to record the decisions for all units. It was also noted that the Assistant Registrars and Programmes Manager will endeavour to attend all the Pre-BEU and BEU meetings to provide guidance.

d) **Curriculum Development 2021**

The Committee noted the details approved at the recent EQSC meeting (paper 25) including the deadlines for approval of unit and programme changes for implementation in 2021/22. It was noted that confirmation of structural changes to be carried over to 2021/22 had been noted on the spreadsheet provided in Teams and has been forwarded to Academic Registry.

The Committee agreed that any further programme structure change proposals for 2021/22 implementation could be considered via email circulation in advance of the deadline of the 26<sup>th</sup> February.

*[Secretary's note: further changes to be submitted via CMIS by the 17<sup>th</sup> February at the latest, please.]*

DoTs

d) **Late Coursework Submission Penalty Policy**

Further to a question raised at a recent RCPG meeting, the current policy for late coursework submission was noted: Extract from [QA16](#):

**8. Requests for Extensions and Penalties for Late Coursework**

*8.1 Requests for extensions (QA16 Form 1) should be submitted by a student to the Director of Studies for consideration in cases where the majority of their units are in the same Department (or equivalent). Where this is not the case, the Unit Convenor should consider the request in consultation with the appropriate Director of Studies.*

*8.2 Agreed late coursework should normally be submitted before the remaining coursework is returned to the main student body.*

*8.3 Coursework submitted after the deadline without prior approval will normally receive a maximum mark of 40% or the relevant pass mark.*

*8.4 Coursework that is handed in after five working days, without prior approval, will normally receive a mark of zero*

The Chaire explained that she asked Academic Registry for guidance on where there is any flexibility to adjust this policy. It was agreed that it would be more appropriate to discuss at a later meeting, after a response had been received.

Members of the Committee expressed a number of concerns and suggestions for changes to the policy. One proposed alternative was to apply

a 10% penalty for each day past the deadline that the assessment was submitted. It was agreed, however, that it may be more helpful to consider this matter alongside a wider discussion relating to the way in which assessment, extensions and IMCs may be considered in the future. It was noted that one of the aims of Curriculum Transformation was to make changes to assessment and to consider different approaches to extensions and the consideration of IMCs.

The Chair reported that Dr Polly McGuigan is going to chair a new University-wide group established to consider assessment and feedback. The Chair will discuss with Dr McGuigan whether this group would be an appropriate forum to discuss this.

Chair

e) **HSS Student Council**

The Chair reported that she and Mrs Theilgaard will establish an HSS Student Council which will have undergraduate and postgraduate student representatives from all departments.

1867. **STUDENT BUSINESS**

Miss Snary and Mr Feddon did not wish to raise any matters for discussion. Miss Snary noted, however, that an email has been sent which indicates that as soon it is possible to do so the plan would be to return to teaching on campus and that students are anxious to understand what this means for them. The Chair explained that clearer guidance is anticipated from the Government by 22<sup>nd</sup> February and that this should hopefully include guidance on student travel which will inform decisions to returning to teaching on campus.

1868. **FUTURE SCANNING (Standing item)**

**Decolonising the Curriculum**

The Committee noted that Dr Dinerstein is expected to attend the meeting on the 17.3.21. The Chair noted a new Decolonising the Curriculum Library launched by the National Student Union.

1869. **UNIT AND PROGRAMME CHANGES**

a) **Department of Education**

The Committee considered and approved a [proposal](#) to add the following to the Admissions section of the Programme Specification for the MA Education, for immediate implementation (paper 26):

- after successful completion of the 30 credit Postgraduate Certificate in International Education (PGCiE) at the University of Bath it is possible to seek a direct transfer to the MA Education

b) **Department for Health**

The Committee approved the following proposed changes to units for implementation in 2021/22:

Change to Description and Assessment (paper 27): [HL10523 Applied Practice in Sport](#).

Change to Description and Assessment (paper 28): [HL40156 Integrative Exercise Physiology](#)

Change to Description and Assessment (paper 29): [HL40578 Integrative Exercise Physiology](#)

- c) **Department of Politics, Languages and International Studies**  
 The Committee approved the following changes to units for implementation in 2021/22:
- Change of unit title for [PL21013](#) to Politics of a Changing Climate (paper 30).
- Withdrawal of [PL50976](#) Using Technology in the Translation Industry (Chinese) (paper 31).
- Replacement of PL50976 with PL50837 Using Technology in the T and I Industry (paper 32) [THPL-AFM26 MA Translation with Business Interpreting \(Chinese\)](#).
- Reinstatement of suspended unit (paper 33), [PL30891 European Film](#) (The Committee noted that further Programme changes will be necessary to ensure that the unit is included as an option in relevant programmes.) **AM**
- Suspension of [PL30017 Genre et politique: la France en perspective comparé](#) (paper 34).
- d) **Department of Social and Policy Sciences** **PM**
- The Committee approved the proposed changes for implementation in 2021/22, subject to a few minor editorial changes being made to Unit Descriptions in CMIS and comments from the External Examiners to be added to the proposals:
- Change to assessment (paper 35) of [SP20300 The Social Science of Climate Change](#)
- The Committee approved proposed changes to the BSc Criminology: [Programme changes](#) to the BSc Criminology, incorporating changes below (Paper 36).
- Dr Manning agreed to discuss with colleagues whether it might be appropriate to consider replacing Year 1 and Year 2 6 credit Quantitative and Qualitative Methods units with year-long Research Methods units. **PM**
- Dr Manning also agreed to ensure that formative assessment opportunities are included in the proposed new units, particularly when the summative assessment consists of a single item. **PM**
- New unit, Level 4 12 credit unit (paper 37): [Crime and Society](#)
- New unit, Level 4 12 credit unit (paper 38): [Critical Thinkers in Criminology](#)
- New unit, Level 5, 6 credit unit (paper 39): [The History and Politics of Crime and Punishment](#)
- New unit, Level 6, 18 credit unit (paper 40): [Criminology Dissertation](#)
- New unit, Level 6, 6 credit unit (paper 41): [Border Criminology](#)
- New unit, Level 6, 6 credit unit (paper 42): [Policing](#)

New unit, Level 6, 6 credit unit (paper 43): [Incarceration](#)

New unit, Level 6, 6 credit unit (paper 44): [Death in the Criminal Justice System](#)

Changes to Title, Description, Availability and Assessment of [SP10337](#) (new title: Crime, Social Justice and Social Policy) (paper 45).

Changes to Title, Description, Availability and Assessment of [SP10336](#) (new title: Criminal Justice Processes and Practices) (paper 46)

In response to a query relating to the assessment of Year 1 units Dr Manning explained that there is a 40% qualifying mark requirement for all Year 1 units which have a 20% in-unit element and the 80% portfolio assessment which applied to all units.

**1870. STUDENT EXCHANGE AGREEMENTS**

**a) Renewal of Agreements**

The Committee noted the automatic renewal of Erasmus+ Agreements due for renewal 2020/21, to the end of 2022/23 (paper 47). The Committee noted that it is useful to have one further year in which to make arrangements for alternatives.

**b) Department of Politics, Languages and International Studies**

The Committee approved a proposed new arrangement with Zhejiang University (paper 48).

**1871. UNIT AND PROGRAMME CHANGES**

**a) The Committee noted the following changes approved by Chair's action for implementation in 2020/21:**

Changes to the FdSc Addictions Counselling programme:

[LP20618](#), Personal and Professional Development 2

[LP20620](#), Cognitive Therapy and Substance Mis-use

[LP30182](#), Developing Motivational Interviewing

[LP20623](#), The 12 step programme

**b) The Committee noted the following minor unit changes approved by Department learning Teaching and Quality Committees for implementation in 2021/22:**

**i Department of Economics**

Change to the Description of [ES50152 Quantitative Methods for Economics and Game Theory](#)

**ii Department for Health**

Change to Assessment of [HL40059 Physical Activity and Health across the Lifespan](#)

**iii Department of Politics, Languages and International Studies**

Change to Content of [PL30644 German National Option G12: Protest und Widerstand](#).

Change to assessment of [PL11020 Introduction to Russian: Language and Society](#)

Change to assessment of [PL20899 Quantitative Research Methods](#)

Change to assessment of [PL20878 Research Design and Methods](#)

Changes to description of [PL50585 Understanding the Commercial Translation Industry](#)

Changes to description of [PL30880 The Rise of the Far Right: From the Margins to the Mainstream](#)

Move from Semester 1 to Semester 2 of [PL21011 Political Violence](#)

Move from Semester 2 to Semester 1 of [PL30744 Anti-politics and direct action](#)

Change of assessment for [XX20086 French Comparative Employee Relations](#)

**1872. FACULTY COMMITTEES**

The Committee received the minutes of the following departmental committees:

- Department of Economics Learning, Teaching and Quality Committee, 16.12.20 (paper 49).
- Department of Social and Policy Sciences Learning, Teaching and Quality Committee, 9.12.20 (paper 50).

**1873. NEXT MEETING**

The Committee noted that the next planned meeting is on the 17<sup>th</sup> March 2021. .

**1874. ANY OTHER BUSINESS**

**a) Feedback to students on Coursework**

In response to a query from Dr Forey, Committee members confirmed that while students have to understand that unit results are provisional until they have been approved by a Board of Examiners, it is appropriate to provide those who have failed an assessment with an opportunity to discuss their feedback before the Board of Examiners has taken place.

**b) Unit Evaluations**

The Board noted that the number of responses to Unit Evaluations has been very low for some Semester 1 units, and that Unit Convenors have questioned whether they are required to complete a summary report. It was confirmed that, in accordance with paragraph 3.3 of [QA51](#), it is expected that a summary report is written for each unit and that this is shared with students.

The Committee noted that it has been confirmed that low response rates are not taken into account by the Academic Staff Committee when considering promotion and probation and staff can choose whether or not to include student feedback as part of their promotion and probation evidence this year

*[Secretary's note: it is stated in paragraph 3.12 of QA51 that when there is a low number of responses (30% or 30 respondents, whichever is the lower), it is not necessary to include scores in the report.]*

c)

**Student Surveys**

The Committee noted that students feel that they are being asked for feedback too frequently. Miss Snary suggested that the removal of the week 8 check-in survey would probably be well received. Miss Snary indicated that some students do not feel that they receive sufficient updates on how their feedback has been taken into account. The Committee noted, however, that all Departments had sent emails to their students summarising what action had been taken through a 'You said, We Did' message.