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

**Date and Time:** **Wednesday 2<sup>nd</sup> May 2018 2017 at 13.45**

**Venue:** **1WN3.20**

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**Present:** Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)  
Dr F Bisset, Learning Partnerships Office  
Dr A Bush, Department for Health  
Mr James Hart, Undergraduate Student representative  
Dr Rana Jawad, Department of Social and Policy Sciences  
Dr R Joiner, Department of Psychology  
Dr S Martin, Department of Education  
Mr M de Tina, Department of Economics  
Dr K Von Oppen, Department of Politics, Languages and International  
Studies

**In Attendance:** Miss S E Jacobs, Assistant Registrar (Secretary)  
Mrs R Acres, Assistant Registrar  
Mr B Davies, Students' Union President  
Miss E Merker, Programmes Manager (Operations)  
Mrs A Stacey, Programmes Manager (Development)

**Apologies:** Prof C Martin, Department of Economics  
Miss Charlotte Rumble, Undergraduate Student representative  
Miss H Liang, Taught Postgraduate Student representative

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**ACTION**

**1640. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on 21<sup>st</sup> March 2018 (paper 84).

**1641. CHAIR'S BUSINESS**

**Induction**

The Chair referred to the recent communication regarding changes to the way in which new students will be inducted into the University. It was noted that the Head of Department, or suitable alternative, would be expected to provide a Departmental welcome on the Monday of Induction Week. It was also noted that Mr Rob Heyes, Wellbeing Promotion and Induction Team Leader in the Student Services, would be attending the next Faculty Executive Committee meeting to discuss this with Heads of Department. It was also noted that the welcome for taught postgraduate students would remain at Faculty, rather than Department, level.

1642 **ANNUAL QUALITY REPORTS 2017/18 AND QUALITY MANAGEMENT 2018/19**

The Committee considered a proposal from Academic Registry (paper 88) that set out the intention to provide a 'Transformation Statement' which would be drafted to accompany the QA Code of Practice for 2018/19 (paper 88). It was suggested that the section relating to roles and responsibilities may be more useful earlier in the document, to ensure the engagement of the relevant members of staff.

The Committee also reflected on the approach to monitoring, review and reporting during 2017/18. The following points were made in discussion:

- The reduction in annual monitoring requirements had enabled more general discussion at the Committee meetings this year, rather than having to concentrate on a considerable volume of detailed monitoring reports.
- The Committee agreed that CMIS, as the single source of unit and programme information, had been a welcome and long-awaited development. Committee members expressed some frustrations in relation to the number of steps required for some of the actions and also that the way in which the Committee had to engage with the information may not be as simple as in the past when looking at a single document.
- Curriculum Transformation activities in the Faculty have been mostly focussed within the Department for Health as they have been reviewing three of their undergraduate programmes as part of the vanguard activity. There has none-the-less been varying amounts of activity in other departments in relation to preliminary discussions and engagement with students. The Assistant Registrar, Mrs Acres, has provided project management and co-ordination support to the Department for Health and has recently arranged student focus group sessions for all undergraduate programmes in the Faculty. A group of professional services staff from across the Faculty have received training from the CLT and have facilitated these sessions. This has provided them with a useful opportunity to develop new skills and to gain an insight into student perceptions of programmes of which they may previously have had little knowledge. Going forward the Faculty Steering Group, chaired by the Associate Dean (Learning and Teaching), will consider next steps. Departments are being encouraged to schedule department-wide staff engagement meetings in the next couple of months.
- There have been a number of minor and intermediate unit and programme changes which have been approved during this year out of necessity. The number and extent have none-the-less been much smaller than in previous years as a result of the expectation that wider scale review will be taking place during the coming months as part of the Curriculum Transformation activity.
- While members of the Committee welcomed the fact that consideration of Annual Monitoring Reports for all programmes

by the Committee were not required during 2017/18, a number of members felt that a prompt for the review of, for example, application data, awards data, student feedback and external examiner reports would have still been useful. It was suggested that a prompt for discussion at Department LTQC level, and in order to provide a useful handover to an incoming Director of Studies, remain important even if it is not felt necessary for detailed discussion in relation to all programmes at Faculty LTQC.

- Several members of the Committee indicated that they had not realised that DLTQCs and SSLCs were not required to review Departmental Feedback Policies during the current year. It was none-the-less noted that review at department level continues to be a useful exercise.
- Members of the Committee felt that SSLC Annual Reports were not particularly useful and therefore had not missed these. It was noted that the minutes of meetings are considered at relevant DLTQC meetings and therefore that an annual report is not necessary. It was, however, pointed out that a summary report to new SSLC members at the beginning of the year can be useful.
- In spite of the changes in annual reporting and review for 2017/18 members of the Committee commented that some colleagues do not feel that they have sufficient capacity to become engaged in Curriculum Transformation activities. It is a challenge to know how to secure the engagement of all staff. The Committee noted, however, that the experience of the Department for Health was encouraging; almost 100% of staff attended a Staff Stakeholder Engagement session.
- A range of Faculty lectures are planned for September to address some of the issues arising from Curriculum Transformation. It is hoped that many staff will engage with these.
- In line with the University's Education Strategy, the Faculty continues to develop a number of new programmes. New programmes approved to start in 2018/19 are: MSc Public Policy, MSc Human Conflict and Development, a new suite of MSc International Development programmes, MSc Applied Psychology and Economic Behaviour.
- Further programmes under development are: MSc Quantitative Business Economics, MSc Applied Forensic Psychology, MA English Medium Instruction, MA Global Masters, PGCiE, MA Educational Leadership and Management.
- While formal Action Plans were not required, the Faculty LTQC has discussed actions arising from NSS and PTES. An opportunity to discuss actions being taken at departmental level in order to be able to share good practice and ideas is welcomed.

**1643. UNIT AND PROGRAMME CHANGES**

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

- a) **Department of Education**  
ED10001 (removal as a GAU in Semester 2, with effect from 2018/19):  
<https://solutions.bath.ac.uk/sites/cmisis/SitePages/unitproposal.aspx?Request=10980>
- ED50317 (minor changes to aims, learning outcomes and content text, for implementation in 2017/18, approved by DLTQC in October 2016):  
<https://solutions.bath.ac.uk/sites/cmisis/SitePages/unitproposal.aspx?Request=11012>

- b) **Department of Politics, Languages and International Studies**  
PL20883 (changes to assessment, for implementation in 2018/19):  
<https://solutions.bath.ac.uk/sites/cmisis/SitePages/unitproposal.aspx?Request=10794>

1644.. **DEPARTMENTAL COMMITTEES**

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

- Department for Health, 24.1.18 (paper 89)
- Department of Social and Policy Sciences, 21.3.18 (paper 90)

1645. **UNIVERSITY COMMITTEES**

The Committee noted the minutes of the Academic Programmes Committee, 7.3.18 (paper 91).

1646. **ANY OTHER BUSINESS**

**New Role Descriptions for Directors of Learning and Teaching and Directors of Studies**

Members of the Committee commented on the inclusion of responsibility for admissions in the Director of Learning and Teaching role, noting that this could add considerably to the role but also that having an oversight of admissions information (including targets and regular reports on performance against these) would be useful.

It was suggested that the Director of Studies role description should include a reference to the need to be able to provide appropriate handover information to a successor. It was suggested that the Annual Monitoring Report provided a useful basis for this.