



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

Date and Time: **Wednesday 15th March 2017 at 13.45**

Venue: **1WN3.20**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Mrs M Clutterbuck, Learning Partnerships Office
Mr I Fairholm, Department of Psychology
Dr A Mondon, Department of Politics, Languages and International
Studies
Dr S Moore, Department of Social and Policy Sciences
Miss I le Patourel, Academic Registry
Dr S Martin, Department of Education
Dr M de Tina, Department of Economics
Mr L Emery, Taught Postgraduate Student representative
Miss L Woodcock, Students' Union President

In Attendance: Miss L Gibson, Undergraduate Manager
Miss S E Jacobs, Assistant Registrar (Secretary)
Miss E Merker, Deputy Graduate School Manager

Apologies: Dr F Bissett, Learning Partnerships Office
Dr J Brice, Graduate School Manager
Dr R Joiner, Department of Psychology
Dr E Keogh, Associate Dean (Graduate Studies)
Mrs M Ward-Goodbody, Director of Skills Centre
Miss M Duta, Undergraduate Student representative
Miss Z Dong, Undergraduate Student representative

ACTION

1551. MINUTES
The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 8th February 2017 (paper 119).

1552. MATTERS ARISING
(a) Minute 1541. (2) Department of Education
The Committee noted that the Director of Studies for the BA Education with Psychology intends presenting a further minor unit change to the Committee which will ensure that the Programme Learning Outcome ('reflect upon new technology and innovation and their application to human learning and development') is met through unit content.

Educ

- (b) **Minute 1545 (4): Electronic and Anonymous Marking**
The Chair reported that Directors of Learning and Teaching had brought 4 cases to her attention of students who had been given a mark of 0 as a result of electronic/anonymous coursework submission issues.

1553. **CHAIR'S BUSINESS**

Supplementary assessment for final year undergraduate units

The Chair reminded the Directors of Learning and Teaching for the Departments of Economics, Health and Psychology that the nature of the supplementary assessment for final year units must now be articulated. It was noted that details have been received so far from Education, PoLIS and SPS.

**Eco/
Health/
Psych**

1554. **STUDENTS' BUSINESS**

The Committee congratulated Mr Emery on his election as the Postgraduate Students' Union Officer for 2017/18.

1555. **PEER REVIEW OF TEACHING REPORTS**

The Committee considered reports on the peer review of teaching from all Departments.

(a) **Department of Economics (paper 120)**

The Committee noted that staff had been matched by the Director of Learning and Teaching with colleagues with whom they would not usually work and that they had all engaged in the in-depth review of teaching through observation and of the use of Moodle pages. The Committee agreed that the review process had identified a number of examples of good practice to be shared and several areas for improvement, particularly in relation to the engagement, and attendance, of students in lectures and the need to keep Moodle pages up-to-date and current. Members of the Committee agreed that it would not be possible to make attendance at lectures compulsory but that it is important to ensure that students understand the benefits of attending. The Committee noted that some lecturers provide students with copies of their lecture notes to all students, commenting that in some departments there is no photocopying budget to permit this. Dr de Tina explained that generally it is the members of staff who do not use Powerpoint in their lectures who provide students with hardcopy documents, and that the students appreciate this.

(b) **Department of Education (paper 121)**

The Committee noted that staff were invited to choose to join one of a number of groups which would focus on a certain programme or theme of interest to them. There was a clear link to a Department learning and teaching Awayday. Dr Martin confirmed that the actions from the peer review process would now go back to programme teams for further discussion and action to be taken.

(c) **Department for Health (paper 122)**

The Committee noted that the Department for Health had decided to use the peer review system as a means to encourage more staff to apply for HEA Fellowship, through the creation of groups of staff. These groups will include a mentor, 2 staff with a recognised teaching qualification, 2 staff working towards a recognised teaching qualification and 2 staff without any teaching qualification. Dr Bush indicated that he hoped to be able to submit a report on activity to the 3rd May meeting of the Committee.

AB

(d) **Department of Politics, Languages and International Studies (paper 123)**

The Committee noted that the focus of activities had been feedback to students as this has been an area of weakness in recent NSS surveys. This was undertaken via the review of feedback observed through the moderation of marked work, as well as via consultations with students as part of a curriculum review.

Dr Mondon expressed frustration that the Department's attempt to address issues identified through peer review and consultations with students relating to short-comings in supervision, through the increase in credit weighting of dissertations from 12 to 24 credits, had not been given the go-ahead for reasons related to CMA. This was hindering the positive improvement of the degree programmes.

The Committee noted that as a result of staffing issues, there are a large number of Teaching Fellows on short-term contracts and variable hours contracted staff, and that it had been identified that these needed more detailed guidance on marking and feedback. The Department will produce a more detailed Staff Handbook to include advice and guidance on assessment and feedback.

(e) Department of Psychology (paper 124)

The Committee noted that peer review activities had taken place within existing subject groups and it was suggested that in the future it might be useful to undertake activities across the different groups. The Committee noted that four questions were posed to focus activity within the groups on assessment and feedback and that arising from these there were a number of suggested actions to take forward.

The Committee noted that one group had referred to difficulties in relation to the identification of internal moderators. The Secretary reported that she had discussed this with Dr Joiner after the previous meeting of the Committee and that it had been clarified that QA16 expects the Head of Department to identify internal moderators, who where practicable, should have appropriate subject expertise and not be directly involved in the delivery of the unit.

In relation to the reluctance of students to post questions on Moodle, because this is not anonymous, it was suggested that LINO is a useful alternative as this allows the anonymous posting of questions to a lecturer.

The Committee agreed with the suggestion that the Department should have a policy with regard to whether or not markers should annotate coursework with comments or not, noting that it is important that a consistent approach is taken.

(f) Department of Social and Policy Sciences (paper 125)

The Committee noted that the peer review activity had focussed on the support of Graduate Teaching Assistants and assessment feedback. It was noted that the Department had developed a GTA handbook and a number of areas for further enhancement were identified through the peer review activity.

Members of the Committee commented positively on the use of moderators to comment on the feedback from markers on assessed work they reviewed when considering moderation samples.

The Chair indicated that she was considering whether it would be possible to build on the development activities in SPS for GTAs, providing some Faculty-wide generic development sessions.

1556. UNIT AND PROGRAMME CHANGES

(a) Department of Economics

The Committee approved proposed minor changes to the content of undergraduate units, for implementation in 2017/18 (paper 126).

- ES20011 Intermediate Microeconomics 1
- ES20013 Intermediate Macroeconomics 1
- ES20014 Intermediate Macroeconomics 2
- ES30026 Advanced Macroeconomics
- ES30039 Distributive Justice and Welfare (new title: Economics of Fairness)
- ES30098 Economics of Innovation and Entrepreneurship

The Committee approved changes to the BSc Economics and Mathematics as a result of changes made to units delivered by the Department of Mathematics, for implementation in 2017/18 (paper 126). The Committee noted, however, that it would be important to discuss with the Department of Mathematics how they have communicated the withdrawal of their units to students, in order to ensure that a common message is also relayed to the students on this programme of study.

ECS

(b) Department of Education

The Committee approved the proposal that optional units, previously taken as DoS approved options, are added to the Programme Description for the BA Education with Psychology, for implementation in 2017/18 (paper 127).

(c) Department for Health

The Committee approved proposed changes, including to assessment, to HL10182 Human Physiology, for implementation in 2017/18 (paper 128)

(d) Department of Psychology

The Committee approved proposed changes for implementation in 2017/8:

- Withdrawal of PS4XXXX Advanced Forensic Psychology and creation of new replacement unit PS4XXXX Advanced Social Psychology for the MSci Psychology 4 and 5 year programmes (paper 129).

[Secretary's note: the Director of Learning and Teaching confirmed after the meeting that there were no implications to the Programme Aims and Learning Outcomes as a result of this change.]

- Revisions to PS4XXXX Professional Skills (paper 130).
- Changes to the MRes Psychology

The Committee noted that it is proposed that a number of undergraduate units are removed from the programme: PS30101, PS30102, PS30103, PS30115, XX50207) and that these are replaced with MSci optional units (PS4XXXX Advanced Clinical and Health Psychology, PS4XXXX Advanced Cognitive Psychology, PS4XXXX Advanced Social Psychology and PS4XXXX Professional Skills) (paper 131). The Committee agreed that feedback from the External Examiner and students should be sought in relation to the proposed changes. It was also agreed that the Programme aims and Learning outcomes

as expressed in the Programme Specification should be reviewed, and updated should this be appropriate. It was agreed that subject to these questions being satisfactorily addressed, the changes could be approved via Chair's action.

Psych

(e) **Department of Social and Policy Sciences**

The Committee approved the proposed suspension of SP30303 Gender and Work in the Political Economy, with effect from 2017/18 (paper 132).

The Chair indicated to the Committee that as far as possible in the future it should be possible for all units to be delivered by other members of staff should the original unit convenor be unwell or leave the University. This is important to ensure that the University is able to deliver the programmes which have been advertised and onto which students have been enrolled.

(f) **Faculty MRes**

The Committee considered proposed changes to XX50206 Interdisciplinary Research Design, for implementation in 2017/18 (paper 133). The Committee noted that the External Examiner and students had not yet been consulted with regard to the proposed changes. It was also noted that there appeared to be a proposed change in the assessment requirements, although not explanation for this. It was agreed that the Director of MRes Programmes should be invited to address these matters before the proposal could be approved.

MRes
DoP

1557 UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes approved by Chair's action (paper 135).

1558. UNIVERSITY COMMITTEES

The Committee noted the minutes of the University Learning Teaching and Quality Committee on the 17th January 2017 (paper 136).

1559. DEPARTMENT COMMITTEES

The Committee noted minutes of the following Departmental Learning, Teaching and Quality Committee:
Department of Politics, Languages and International Studies: 23.11.17 (paper 137).

1560. ANY OTHER BUSINESS

Dr de Tina invited colleagues to a TDF Workshop on the 9th May 2017 on the subject of 'MCQs and Deep Learning: A Possible Fix?'