



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

Date and Time: Wednesday 16th October 2019 at 13.45

Venue: 1WN3.20

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 K von Oppen, Department of Politics, Languages and International
Studies
Dr S Moore, Department of Social and Policy Sciences
Dr A Schaeffer, Department of Economics

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Ms A Theilgaard, Student Engagement Manager
Mr M Ashdown, Projects Manager (for items 1751 – 1753)

Apologies: Mrs M Clutterbuck, Learning Partnerships Office
Dr F Bisset, Learning Partnerships Office
Mrs E Whittleton, Programmes Manager

ACTION

1751. TERMS OF REFERENCE, MEMBERSHIP AND SCHEDULE OF BUSINESS

- a) The Committee noted the **Terms of Reference** of the Committee for 2019/20 (Paper 1).
- b) The Committee noted the **membership** list for 2019/20 (Paper 2).
- c) The Committee noted the **draft schedule of business** for 2019/20 (paper 3). It was noted that exact deadlines for Curriculum Transformation Phase 2/3 submissions are awaited and that additional meetings may need to be added in order that the volume of documents can be considered by the Committee.

1752. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meetings held on the 5th June 2019 and 17th June 2019 (Paper 4).

- 1753. MATTERS ARISING**
- a) **Minute 1735: Moodle-SAMIS Integration**
Mr Ashdown, Projects Manager, provided an update on this project, explaining that a pilot is underway this semester involving a selected number of units in departments across the Faculty, building on the experience of the Department of Social and Policy Sciences in 2018/19. Training of the academic and support staff involved in the pilot took place recently and the first piece of coursework is due to be submitted this week. It was noted that there are some issues relating to the recording of moderation which still need to be addressed.
- b) **Minute 1737: Extension Request Workflow**
Mr Ashdown reported that progress is being made in relation to this project. A Process Fix Workshop with representatives from departments in the Faculty and Faculty Professional Services took place in the summer and the workflow for a web-based tool was agreed. Mr Ashdown will be working with DDAT colleagues to develop a PowerApp solution. He confirmed that this would interact with SAMIS.
- 1754. CHAIR'S BUSINESS**
- Placement Information Management System (PIMS)**
The Committee noted for information details of the launch of the PIMS (Paper 5).
- 1755. STUDENTS' BUSINESS**
Miss Palmer-Ross and Miss Shepherd-Coles explained to the Committee that they are establishing lines of communication with departmental student academic representatives so that they will be able to identify any Faculty-level matters which it might be appropriate to raise at this Committee.
- 1756. UNIT AND PROGRAMME CHANGES**
The Committee noted details of unit and programme changes which have been approved by Chair's action (Paper 7).
- 1757. FACULTY GUIDANCE NOTES**
The Committee noted that there have been a few minor updates to the Faculty Guidance Notes which are available via the Faculty Staff Wiki page:
<https://wiki.bath.ac.uk/display/HSSSA/Humanities+and+Social+Science+s+Staff+Area+Home> and
<https://wiki.bath.ac.uk/display/HSSSA/Faculty+Guidance+Notes>
- 1758. QUALITY ASSURANCE CODE OF PRACTICE**
The Committee noted details of revisions to the QA Code of Practice, effective from 1.8.19, noting that it is important to refer to the up-to-date QA statements and to access the current QA pro forma on the web.