



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

Date and Time: **Wednesday 18th October 2017 at 13.45**

Venue: **1WN3.20**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Mr B Davies, Students' Union President
Mr James Hart, Undergraduate Student representative
Dr R Joiner, Department of Psychology
Dr S Moore, Department of Social and Policy Sciences
Dr S Martin, Department of Education
Prof C Martin, Department of Economics
Miss Charlotte Rumble, Undergraduate Student representative
Dr K Von Oppen, Department of Politics, Languages and International
Studies

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Miss E Merker, Programmes Manager (Operations)
Mrs P Lowton, Project Manager

Apologies: Dr F Bissett, Learning Partnerships Office
Miss H Liang, Taught Postgraduate Student representative

ACTION

1585. TERMS OF REFERENCE, MEMBERSHIP AND SCHEDULE OF BUSINESS

(a) The Committee noted the Terms of Reference for 2017/18 (paper 1).

(b) The Committee noted the membership for 2017/18 (paper 2).

(c) The Committee noted the draft schedule of business for 2017/18 (paper 3).
The Chair reminded the Chairs of Departmental learning, Teaching and
Committees that their agendas must align with the FLTQC schedule of
business.

1586. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and
Quality Committee meeting held on the 7th June 2017 (paper 4).

1587. MATTERS ARISING

Minute 1579: Anonymous marking

The Chair indicated that she had not yet discussed with the Director of Studies for the Distance Learning Masters programmes in Health what their difficulties were in relation to anonymous marking, but that she still intended to do so.

1588. CHAIR'S BUSINESS

Personal Tutoring

The Chair explained to the Committee that she had been involved in a recent consideration of how to ensure minimum standards in personal tutoring across the University. A document, with a number of recommendations and examples of good practice, together with a revised QA33, are to be considered by ULTQC.

1589. STUDENTS' BUSINESS

Mr Davies indicated that he would be happy to discuss the SU's current Top 10 within Departments, should this be helpful.

1590. CURRICULUM MANAGEMENT INFORMATION SYSTEM (CMIS)

Mrs Phillippa Lowton, Project Manager, attended for this item. Members were introduced to the new web-based system for the maintenance of unit and programme descriptions and the creation of new units and programmes, which has become live this week and for which there is a link from the University's staff webpage.

The Committee noted that the consideration and approval of unit and programme changes at Department and Faculty LTQC meetings will now be via the use of CMIS.

It was noted that training opportunities are being provided for DLTQC Chairs and Secretaries and other academic staff who wish to consider making changes to existing units and programmes.

Mrs Lowton explained that while any member of academic staff may action changes within CMIS the relevant unit convenor and Director of Studies will be sent an email to alert them to the fact that a change is being proposed within CMIS. Approval of any change can only be via formal acceptance (for all but housekeeping changes by the DLTQC and FLTQC, and by the Assistant Registrar for housekeeping changes). Members of the Committee agreed that it would be appropriate for the relevant Director of Learning and Teaching to also be alerted to any changes being considered within CMIS.

1591. QUALITY ASSURANCE CODE OF PRACTICE

The Committee noted revisions to the QA Code of Practice, effective from 1.08.17 (paper 5). It was noted that there are a number of further changes yet to be agreed and circulated, in particular in relation to QA4 (changes to units and programmes) and QA51 (annual monitoring).

1592. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes approved by Chair's action (paper 7).

1593. DEPARTMENTAL COMMITTEES

The Committee received the minutes of the following Departmental Learning, Teaching and Quality Committee meetings:

- Department of Education, 21.09.16, 19.10.16, 16.11.16, 18.01.17, 11.02.17, 17.05.17 (paper 8)
- Department for Health, 17.05.17 (paper 9)

1594. UNIVERSITY COMMITTEES

- a) The Committee noted the minutes of the University Academic Programmes Committee on 13th July and 27th September 2017 (paper 10).
- b) The Committee noted the minutes of the University Programmes and Partnerships Approval Committee on 12th July and 4th October 2017 (paper 11).