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

**Date and Time:** **Wednesday 29th November 2017 at 13.45**

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

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**Present:** Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)  
Dr A Bush, Department for Health  
Mrs M Clutterbuck, Learning Partnerships Office  
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 E Richards, Business Engagement Manager  
Miss E Scrase, Programmes Officer

**Apologies:** Dr F Bissett, Learning Partnerships Office  
Miss H Liang, Taught Postgraduate Student representative  
Mr B Davies, Students' Union President  
Mr James Hart, Undergraduate Student representative

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**ACTION**

**1598. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on 18<sup>th</sup> October 2017 (paper 12).

**1599. MATTERS ARISING**

**Minute 1587: Anonymous Marking**

The Chair reported that she had discussed the issue raised relating to Distance Learning programmes with the Director of Studies in the Department for Health and had noted that action had been taken to address the issues.

**1600. CHAIR'S BUSINESS**

**(a) Transforming the Curriculum**

The Chair reported that the Department for Health had created a Programme Development Team, which had met several times with CLT and Registry colleagues and which was making progress in relation to the review of the

curriculum for the three programmes identified as 'vanguards'. It was also noted that a day-long workshop has been scheduled to take place on the 6<sup>th</sup> December which will be facilitated by the CLT. Dr Bush indicated that other Directors of Learning and Teaching are welcome to drop in to the workshop should they wish to.

The Chair encouraged all other Departments to establish their own Programme Development Teams and to start considering their own curriculum reviews. It was also suggested that consultation with staff and the involvement of external stakeholders as early as possible in the process would be beneficial.

Members of the Committee were encouraged to attend one of the upcoming 'Town Hall' style meetings at which there will be an opportunity to discuss the implications of transformative curriculum change. Concerns were expressed in relation to the difficulties in making changes in one Department without considering the implications for these on programmes in other Departments as a result of the wide sharing of units.

**(b) Annual Monitoring**

Mrs Eggleston, Assistant Director of Academic Registry, attended the meeting for this item. Mrs Eggleston reminded the Committee that in the context of changes to quality assurance reporting and the University's current focus on the transformation of the curriculum it has been agreed that a risk-based, rather than routine, approach would be applied in relation to many annual monitoring reports. These include the annual review of feedback policies (QA16), reports on the peer review of teaching (QA9), Placement Unit Convenor Reports (QA6), SSLC Annual Reports (QA48) and Programme Annual Monitoring Reports (QA51)

Members of the Committee welcomed this development but also indicated that it is useful to be able to share best practice and to discuss common issues, and, therefore, that some other mechanism to prompt such discussions might be useful.

The Chair indicated that she would hope that the Committee would be able to identify themes and key issues for discussion at future meetings, making use of the expected lighter formal agendas.

Mrs Eggleston explained that the University has a new small Business Intelligence Team and that we need to consider how we might make use of the data they will be gathering, in addition for TEF metrics purposes.

**1601. STUDENTS' BUSINESS**

Miss Rumble raised a query with regard to the use of Panopto for students who have to miss a lecture for legitimate reasons. The Chair indicated that she is involved in a Panopto Review Group which is considering all of the issues in relation to recording and not recording lectures, including in the context of the Disability Act.

**1602. UNIT AND PROGRAMME CHANGES**

**(a) Department of Education**

The Committee considered proposed changes to assessment for the following units, for implementation in 2018/19 (paper 14)

- ED50493
- ED50479

- ED50480

The Committee approved the changes but subject to the following, for final approval by the Chair:

- Indication of what formative assessment opportunities will be provided
- Addition of SSLC consultation information
- Provision of a more detailed rationale with regard to why a 100% poster assessment is appropriate for ED50493

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

The Committee considered a large number of proposed changes to undergraduate units and programmes for implementation in 2018/19 (paper 16).

Dr von Oppen explained to the Committee that the proposed changes were the next stage of those arising from the curriculum review undertaken in 2015/6 and 2016/17 and that they follow on from those which have been previously approved by the Committee.

The Committee approved the withdrawal of 6 credit Written and Spoken Language units for all languages in all years of study (Russian, German, French, Italian and Spanish).

The Committee also approved the replacement of these with new year-long 12 credit units, subject to some corrections to the way in which assessment elements are presented.

The Committee noted that the 12 credit year-long units were still to be assessed through a number of in-class written and spoken language tests throughout the year but would only have a single written examination at the end of the year. The Committee noted that the creation of these 12 credit units was now possible as a result of there no longer being a cap on the number of year-long units permitted in any year of study.

The Committee approved the withdrawal of the following optional units: PL30295, PL30759, PL30794, PL30880, PL30901 and PL30744.

The Committee approved the creation of the following new optional units:

- Translation and Intercultural Communication
- War and Conflict in Africa: Causes and Transformation
- Populism, Radicalism and Democracy
- Conflict and the Media

(Subject to a correction to the word length of coursework for War and Conflict in Africa: Causes and Transformation).

The Committee noted that a proposal had already been approved in relation to the status of the 12 credit Dissertation changing from optional to compulsory with effect from 2020/21 for all BA Modern Languages and European Studies programmes. Dr von Oppen explained that the current proposal that students be given the opportunity to choose options delivered in English, rather than 'National options' (which are taught in another language) is related to the introduction of the compulsory dissertation in the future but is none-the-less appropriate at this stage.

The Committee approved the proposed changes to the following programmes relating to the withdrawal of units, addition of new units and changes to the grouping of options:

- BA Modern Languages and European Studies (all language combinations)
- BA Language and Politics (all languages)
- BSc Politics and International Relations
- BSc Politics with Economics

The Committee noted that changes to the BSc International Management and Modern Languages programmes would also be necessary (to reflect the withdrawal of units and addition of new units referred to above). It was agreed that this can be considered via Chair's action.

(c) **Academic Skills Centre**

The Committee approved a proposal to change the title for the following units (paper 18): EL00721, EL00722, EL10695, EL10696. The Committee noted that the unit title will be the same (Discussion Skills) for all variants of the unit (2 x 3 credit weighted, and 2 x non-credit weighted, one of each in each semester). It was noted that there is no assessment for the non-credit weighted units.

**1603. UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes which had been approved by Chair's action (paper 37).

**1604. FACULTY GUIDANCE NOTES**

The Committee noted that updated Faculty Guidance Notes have been posted on the Faculty Staff Area wiki (replacing the previous location on the internal web pages): <https://wiki.bath.ac.uk/display/HSSSA/Faculty+Guidance+Notes>

**1605. DEPARTMENTAL COMMITTEES**

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

- Department of Education, 20.9.17 (paper 38)
- Department for Health, 27.9.17 (paper 39)
- Department of Politics, Languages and International Studies, 4.10.17 (paper 40)