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

**Date and Time:** **Wednesday 3<sup>rd</sup> May 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  
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  
Mrs M Ward-Goodbody, Director of Skills Centre  
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  
Mrs M Clutterbuck, Learning Partnerships Office  
Dr R Joiner, Department of Psychology  
Dr E Keogh, Associate Dean (Graduate Studies)  
Miss M Duta, Undergraduate Student representative  
Mr L Emery, Taught Postgraduate Student representative  
Miss Z Dong, Undergraduate Student representative

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**ACTION**

**MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 15<sup>th</sup> March 2017 (paper 138).

**MATTERS ARISING**

**(a) Minute 1552 a): BA Education with Psychology**

The Committee noted that the further minor unit change is still awaited.

**Educ**

**(b) Minute 1552 b): Supplementary assessment details for final year undergraduate units**

The Committee noted that details for all units had been forwarded to Academic Registry. Dr de Tina informed the Committee that the Department of Economics intended making some changes to the default 'like-for-like' supplementary assessment for final year units in 2017/18.

(c) **Minute 1555 c): Peer Review**

The Committee noted that the work was on-going and that a report will be submitted early in 2017/18.

(d) **Minute 1556 a): BSc Economics and Mathematics**

Dr de Tina reported that meetings had taken place with all Year 1 and Year 2 students and with colleagues in the Department of Mathematics to discuss all of the changes to the programme. It has been noted that there are some final year options for which students will not have been able to undertake the stated pre-requisites. This is to be reconsidered.

(e) **Minute 1556 d): MRes Psychology**

The Committee noted that following confirmation that the External Examiner and students had been consulted and supported the proposed changes these were approved by the Chair.

(f) **Minute 1556 f): Faculty MRes Programme**

The Committee noted it had been confirmed that the University of Bristol (the partner in the SWDTC which is responsible for the multidisciplinary unit) had consulted with the appropriate external examiner and students.

**CHAIR'S BUSINESS**

**Teaching Awards**

(a) The Chair congratulated the following members of Faculty staff who had recently been awarded teaching awards as indicated:

- Dr Mary Hayden, Leadership in Learning and Teaching Award
- Dr Richard Joiner, Mary Tasker Award
- Dr Jessica Francombe-Webb, Innovation in Learning and Teaching Award

(b) **Teaching the 2020 Graduate, 10<sup>th</sup> May 2017**

The Chair reminded Committee members of the upcoming Faculty event at which previous award recipients would be discussing their practice.

(c) **PGT SSLC Annual Report**

The Committee discussed the summary report which had been presented to ULTQC by the Students' Union (paper 138b) in order that the Chair could submit a summary report to ULTQC. The following points were made in discussion:

- Many of the recommendations were in common with those made in the Undergraduate Annual Report.
- While the Committee supported the proposal for peer mentoring for PGT students, it was noted that there are difficulties in relation to this because generally PGT students are only at the University for a single year of studies.
- The Chair will meet regularly with the Faculty's Senior Tutors and expects that this will lead to the sharing of best practice.
- The recently appointed Faculty Student Experience Officer will undertake a project relating to PGT Induction.

- It was noted that submission deadlines for assessed coursework are currently provided via individual unit Moodle pages. Ms Merker indicated that she would investigate whether it would be possible to collate this information onto a single Moodle page.

### **STUDENTS' BUSINESS**

Miss Woodcock informed the Committee that the Students' Union had voted to no longer support the boycott of the NSS. The Committee noted that the majority of programmes had reached the reporting threshold number. However, it is unclear how the boycott may have had an impact on the results.

### **MATTER FOR CONSIDERATION FROM ULTQC**

The Committee considered a proposal for a taxonomy of terms to describe assessment and teaching methods and a proposal to record all individual summative assessment items and deadlines within SAMIS and CMIS (paper 139).

The following points were made in discussion:

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### **UNIT AND PROGRAMME CHANGES**

#### **(a) Department of Economics**

The Committee noted the report of a recent 'mini' TraCA which considered the MSc Economics. The Committee then considered a number of consequent proposed minor and intermediate changes to taught postgraduate units, for implementation in 2017/18 (paper 140).

The Committee noted that the External Examiner and DLTQC had supported the proposed changes following the TraCA event but that it was not clear if students had been consulted on the changes, other than via those who took part in the TraCA meeting. The Committee approved the changes subject to confirmation that consultation with students via the SSLC had taken place and subject to clarification of the minor queries indicated below.

- ES50073: minor changes to the aims, learning outcomes and content and a change to the assessment of the unit. This was subject to clarification that the removal of the introduction to Matlab would be covered elsewhere on the programme.
- ES50103: change to the assessment of the unit.
- ES50107: change to the assessment of the unit.
- ES50100: change to the assessment of the unit.
- ES50059: change to the assessment of the unit.
- ES50094: change to the assessment of the unit and changes to the aims, learning outcomes and content of the unit (subject to clarification regarding the removal of macro-economics from the content of the unit).
- ES50052: change of title to Economics of Fairness.
- Removal of pre-requisites and other out of date details from: ES50051, ES50054, ES50057, ES50053, ES50058 and ES50077.

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

The Committee considered proposed changes to the MA Translation with Business Interpreting (paper 141) for implementation in 2017/18.

The Committee approved the following changes to this programme, noting that they were being made following the experience of the first year in which the

programme has been delivered, in response to student feedback and with the intention of creating a greater distinction between this programme and the MA Interpreting and Translating and the MA Translation and Professional Language Skills.

- Removal of units 4 x 6 credit units: P:50816, PL50817, PL50818 and PL50819
- Replacement of the above units with two new 12 credit year-long units: English to Chinese Translation for Business and Chinese to English Translation for Business
- PL50974: Adding new content and changing the title to: Proofreading, Editing and Management Skills for Translators and Interpreters (Chinese)
- PL50975: Increasing contact hours, and making it two-directional (English/Chinese and Chinese English), changes to content and changing title to: Advanced Translation (Chinese)
- Removal of PL50836 Public Speaking as an option (this was included on the Programme Description in error. The web catalogue does not list this unit.)
- Increasing emphasis in the Programme specification on recruiting non-native Chinese speakers to the programme

The Committee noted that there were a number of references to optional units in the Programme Specification which needed to be removed.

**PoLIS**

The Committee noted that the proposal for the creation of two new 12 credit year-long units to replace the existing 4 x 6 credit would mean that a total of 42 credits would be delivered via year-long units and therefore that the proposal must also be considered by PAPAC.

**PAPAC**

. **UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes approved by Chair's action (paper 142).

. **UNIVERSITY COMMITTEES**

- a) The Committee noted the minutes of the University Academic Programmes Committee on 8<sup>th</sup> March 2017 (paper 143).
- b) The Committee noted the minutes of the University Programmes and Partnerships Approval Committee on 15<sup>th</sup> March 2017 (paper 144).

. **ANY OTHER BUSINESS**