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

**Date and Time:** **Wednesday 30<sup>th</sup> November 2016 at 13.45**

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

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**Present:** Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)  
Dr F Bissett, Learning Partnerships Office  
Dr A Bush, Department for Health  
Miss Z Dong, Undergraduate Student representative  
Miss M Duta, Undergraduate Student representative  
Mr L Emery, Taught Postgraduate Student representative  
Dr R Joiner, Department of Psychology  
Miss I le Patourel, Academic Registry  
Dr S Martin, Department of Education  
Dr M de Tina, Department of Economics  
Miss L Woodcock, Students' Union President  
Dr K Woodthorpe, Department of Social and Policy Sciences

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

**Apologies:** Dr J Brice, Graduate School Manager  
Dr E Keogh, Associate Dean (Graduate Studies)  
Dr A Mondon, Department of Politics, Languages and International  
Studies  
Mrs M Ward-Goodbody, Director of Academic Skills Centre

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**ACTION**

**1514. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 9<sup>th</sup> November 2016 (paper 38)

**1515. MATTERS ARISING**

**(1) Minute 1501. Anonymous Marking**

Ms Merker explained that a wiki page had been created for anonymous marking and that the work flow diagram for process will be posted here. Ms Merker agreed to circulate the link to the page to Directors of Learning and Teaching so that they could then share with colleagues as appropriate.

**EM**

(2) **Minute 1502. Unit Outlines**

The Chair noted that she had so far only received comments from Education and Social and Policy Sciences but would still welcome suggestions and comments from others.

DoLTs

(3) **Minute 1508. Departmental Committees**

The Committee noted that the reference to the absence of the Senior Tutor or discussion regarding personal tutoring at the Department of Social and Policy Sciences LTQC was misleading. It was noted that the Senior Tutor is now a member of the committee, in the same way as is the case for other Departments.

(4) **Minute 1509. External Examiners**

The Chair indicated that she had not yet had the opportunity to discuss the issue raised by the Department of Politics, Languages and International Studies in relation to the attendance of External Examiners at Boards of Examiners with Academic Registry colleagues.

Chair

(5) **Minute 1512. Assessment Offences**

The Chair reported that she had met with the Faculty's Assessment Offences Group and that they had discussed the summary report discussed by this committee at the previous meeting. They had also considered a number of detailed examples from across the Faculty and had concluded that there appears to be fairly consistent practice across departments. The Group will meet again in November next year.

The Group agreed that the Academic Integrity Test is a formality which does not help students to understand what constitutes plagiarism and therefore should be taken alongside other academic skills training.

1516. **CHAIR'S BUSINESS**

(1) **Learning and Teaching Developments**

The Chair confirmed that following the recent Briefing Note from the PVC Learning and Teaching, she would need to consider any unit or programme amendments being considered for proposal in order to decide whether or not they may proceed. The Committee agreed that it would be preferable to discuss ideas with Dr Wilson before commencing the drafting of any paperwork.

The Chair reported that at a recent meeting with the PVC L&T it had been agreed that consideration of the removal of Semester 1, Year 1 options from undergraduate programmes would be considered as part of the TraCA review process planned in the coming months for Economics, PoLIS and SPS programmes. The Chair requested, however, that Health and Psychology proceed with the consideration of the removal of Semester 1, Year 1 optional units for their programmes as soon as possible. It was noted, however, that there would be no possibility of completing the consultation and submission of paperwork for approval in time for the December 2016 prospectus deadline (for the 2018/19 intake).

Members of the Committee commented that it would be important to consider the implications for the availability of options to students in later years of study (eg removal of opportunity to undertake pre-requisites), as well as the implications for the numbers of students on those units which all students would have to take in place of options. It was also noted that changes in programmes in one department may well have implications for other programmes. The

example of ED10001 Exploring Effective Learning was discussed. This unit is a popular option for Psychology students and if it is removed from their programme, this would result in the unit only being taken by a small number of Chemistry students, for whom the unit is compulsory.

It was noted that the sole undergraduate programme in the Department of Education, the BA Education with Psychology, does not include any Semester 1, Year 1 options. The Department of Education does, however, offer a number of Generally Available Units for which there are likely to be implications.

**(2) PGR Teaching**

The Chair reported to the Committee that the Faculty's Graduate School Manager had requested that the Committee consider how opportunities for teaching might be advertised to all PGR students across the Faculty. The Committee noted that currently the allocation of teaching is often on the basis of an individual being in the right place at the right time. Dr Woodthorpe indicated that the member of staff responsible for the allocation of teaching to PGR students in the Department of Social and Policy Sciences advertises the teaching opportunities to all students in the Department and then carefully matches the individuals to the teaching needs.

The Chair suggested that with likely imminent creation of a Doctoral College, it is likely that this matter would be considered at a University-wide level, with strong arguments for this to be cross-university, rather than cross-Faculty.

The Committee noted that the Department of Social and Policy Sciences has a detailed handbook for students and staff regarding the employment of Student Teaching Assistants, explaining procedures, expectations and support provided to the students. Dr Bush also explained that the Department for Health has recently developed a similar document. Dr Wilson expressed a wish that all Departments in the Faculty develop such a document as soon as possible. Dr Bush agreed to circulate the Department for Health document to fellow Directors of Learning and Teaching.

**AB**

The Committee agreed that it is important to be able to support PGR students in their teaching in order to ensure that they are able to fulfil the role and also to ensure that quality of teaching for undergraduate students.

The Committee noted that as part of a TDF project Dr Woodthorpe and Dr Joiner would be offering the opportunity to staff and postgraduate research students to attend lunchtime skills sessions, where there will be an opportunity to learn from external contributors and to share best practice on subjects such as the use of presentation, technology and comedy in teaching.

**(3) Feedback Policy Template**

The Committee agreed that it would be useful to have a 'template' document which indicated the headings which one would expect to see in all student feedback policies, together with a further document which provides some examples. The Chair will discuss further with Ms Merker so that a template can be circulated in advance of the Semester 2 review of feedback policies in Department LTQCs.

**Chair/  
EM**

**1517. STUDENTS' BUSINESS**

**(1) Hidden Printing Costs**

Mr Emery reported that the Students' Union would be conducting a review of hidden costs for students, particularly for those who have to submit both electronic and hardcopy versions of all coursework.

**(2) Peer Mentoring**

The Committee noted that a mapping of existing peer mentoring activity for PGT students will be undertaken with a view to repeating the recent developments for PGR students/

**1518. UNIT AND PROGRAMME CHANGES**

**(1) Department of Education/Learning Partnerships Office**

The Committee considered proposed minor and intermediate unit amendments in relation to the FdA Early Year and Childhood Studies (Wiltshire College) for implementation in 2017/18 (paper 46):

LP20617 (Safeguarding Children)

LP20612 (Action Research)

LP20614 (Creative Learning and Pedagogy)

LP20613 (Aspects of Child Health and Special Needs)

LP20615 (Early Years ICT)

The Committee noted that a number of minor amendments to the Programme Specification and Programme Description would be necessary to reflect the changes in terminology in the unit descriptions. The Committee approved the changes.

**(2) Department of Education**

The Committee considered a proposal for the creation of a new final year optional unit, and subsequent changes to the status of an existing unit and the programme structure (paper 47):

ED3XXXX Place and Space in Schooling and Education

ED30483 Children and Technology: A global Perspective

The Committee noted that this proposal had been developed and considered in the Department of Education before the current pause in unit and programme changes had been communicated. It was noted that the new unit would result in the introduction of choice to students in Semester 2 of the final year of the BA Education with Psychology. The proposed new optional unit is in response to student requests for more choice and also reflects the development of staff expertise in this subject area.

Members of the Committee raised the following queries:

- The proposed new unit appears to be a very niche area of interest. In taking this, rather than the existing compulsory unit (ED30483 Children and Technology), would students be able to meet the programme learning outcomes?
- When would the training for the innovative methodologies (eg Geographical Information Systems) take place?
- Are the proposed learning outcomes at the appropriate level for a level 6 honours unit? Would there be sufficient opportunities for critical evaluation and analysis, rather than, for example, the demonstration of understanding and awareness?

- The content of the unit is very detailed. It might be preferable for this to be summarised.
- Consideration should be given to whether any changes would need to be made to the Programme Specification (eg programme learning aims and learning outcomes) as a result of the creation of choice in the Semester 2 of the final year.

In addition to the above queries, the Committee agreed that very careful further consideration should be given to whether it is necessary to make this change now (for 2017/18) outside of any wider review of the programme.

The Committee agreed that the proposal could not be approved at this stage and invited the Department of Education to consider the points made above.

**Educ**

**(3) Department for Health/Learning Partnerships Office**

The Committee approved proposed minor unit amendments in relation to the FdSc Addictions Counselling (Action on Addiction) (paper 48):

LP20627 Relapse Prevention

LP20625 Working with the Family and Significant Others

**1519. UNIT AND PROGRAMME CHANGES**

The Committee note that the Chair approved a change to the assessment of PL30441 Gender and Politics for implementation in 2017/18.

**1520. DEPARTMENTAL COMMITTEES**

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

- Department for Health, 28.9.16 (paper 49)