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

**Date and Time:** **Wednesday 17<sup>th</sup> October 2018 at 13.45**

**Venue:** **1W3.30**

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**Present:** Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)  
Dr R Joiner, Department of Psychology  
Prof C Martin, Department of Economics  
Dr S Martin, Department of Education  
Dr B Millington, Department for Health  
Dr S Moore, Department of Social and Policy Sciences  
Dr K von Oppen, Department of Politics, Languages and International  
Studies  
Mr Z Chen, Postgraduate Student  
Mr S Garcia, Undergraduate Student  
Miss H Newing, Undergraduate Student

**In Attendance:** Miss S E Jacobs, Assistant Registrar (Secretary)  
Miss E Merker, Programmes Manager (Operations)  
Ms A Theilgaard, Student Engagement Manager

**Apologies:** Dr A Bush, Department for Health  
Mrs A Stacey, Programmes Manager (Development)  
Miss E Alcock, Students' Union President

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**ACTION**

**1668. TERMS OF REFERENCE, MEMBERSHIP AND SCHEDULE OF BUSINESS**

- a) The Committee noted the **Terms of Reference** of the Committee for 2018/19 (paper 1).
- b) The Committee noted the **membership** list for 2018/19 (paper 2).
- c) The Committee noted the **draft schedule of business** for 2018/19 (paper 3).

**1669. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meetings held on 6<sup>th</sup> June and 4<sup>th</sup> July 2018 (paper 4). There were no matters arising.

**1670. CHAIR'S BUSINESS**

**a) Curriculum Transformation**

The Chair explained that a summary document is currently being prepared for circulation to all staff to inform them of the 'what, why, how and when' requirements for the review of all undergraduate and taught post-graduate programmes. The Committee also noted that the Phase 1 document templates have been approved, so should soon be circulated.

The Chair also indicated that a Faculty lunchtime event for all academic staff has been arranged to take place 12.15 -14.00 on Wednesday 28<sup>th</sup> November 2018 at which there will be a number of speakers to talk on the following subjects:

- What can be learnt from Curriculum Transformation
- The Principles and Parameters for Curriculum Transformation
- Inclusivity
- Tips following the Health vanguard programmes experience

**b) SSLC/Student Engagement Report for 2017/18**

The Committee discussed the Students' Union Student Voice Report (paper 5), which had recently been discussed at the University Learning, Teaching and Quality Committee.

The Committee welcomed the approach, which brings together student feedback from a number of different sources. It was noted that a number of points made related to specific programmes within the Faculty and that it would be appropriate for the relevant Department to consider these, if they had not already done so. It was also agreed that the Heads of Department might wish to refer to this document alongside the NSS and PTES results when drafting their NSS and PTES Action Plans.

**c) NSS//PTES Action Plans**

The Chair reported that Heads of Department have been asked to send their Departmental Action plans to address how we can improve what we offer to students to the Dean and the PVC (Learning and Teaching) by the end of October.

**1671. STUDENTS' BUSINESS**

Mr Garcia raised the issue of the recording of lectures in the Department of Politics, Languages and International Studies. The Chair reported that the percentage of lectures which are recorded using Re-View is steadily rising. It was noted that some students are permitted to record lectures as part of their Disability Access Plan but that it is also possible to give access to specified individuals only via Re-View as a way of addressing this need should a member of staff not wish to make their lecture recordings openly available. It was noted by a member of the Committee that students must seek permission to record a lecture but that there have been examples of students recording, either on the laptop webcam or telephone, without seeking permission.

**1672. QUALITY ASSURANCE CODE OF PRACTICE**

The Committee noted details of revisions to the QA Code of Practice, effective from 1.8.18 (paper 6). The Chair pointed out that during

2018/19 the Committee's routine monitoring responsibilities are limited in order that there is committee time to discuss matters relating to Curriculum Transformation.

**1673. UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes, which have been approved by Chair's action (paper 11).

**1674. FACULTY GUIDANCE NOTES**

The Committee noted the following updated Faculty Guidance Notes:

- FGN4: On-line Unit Evaluations (paper 12)
- FGN13: IMCs and Boards of Examiners for Programmes (paper 13)
- FGN14: Extensions to Assessment Submission Deadlines (paper 14)

**1675. DEPARTMENTAL COMMITTEES**

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

- Department of Economics, 9.5.18 (paper 15)
- Department of Education, 9.5.18 (paper 16)
- Department for Health, 18.5.18 and 27.6.18 (paper 17)
- Department of Social and Policy Sciences, 16.5.18, 3.10.18 (paper 18)