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

**Date and Time:** **Wednesday 21<sup>st</sup> March 2018 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 James Hart, Undergraduate Student representative  
Dr Rana Jawad, Department of Social and Policy Sciences  
Dr R Joiner, Department of Psychology  
Miss H Liang, Taught Postgraduate Student representative  
Dr S Martin, Department of Education  
Mr M de Tina, Department of Economics  
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 A Stacey, Programmes Manager (Development)

**Apologies:** Mrs M Clutterbuck, Learning Partnerships Office  
Mr B Davies, Students' Union President  
Dr F Bissett, Learning Partnerships Office  
Prof C Martin, Department of Economics  
Miss Charlotte Rumble, Undergraduate Student representative

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**ACTION**

**1626. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on 7<sup>th</sup> February 2018 (paper 59). There were no matters arising.

**1627. CHAIR'S BUSINESS**

**Curriculum Transformation**

The Committee noted that arrangements are being made for Undergraduate Student Focus Group meetings to be held in the weeks commencing 9<sup>th</sup> and 16<sup>th</sup> April. It was confirmed that it is a good idea to use Student Representatives to help identify a suitable group of students to attend these meetings. Directors of Learning and Teaching were reminded to inform Mrs Rachel Acres as soon as they have agreed a date, time and venue for each of their meetings so that facilitators can be arranged.

**DoLTs**

The Chair requested that an update on Phase 1 activity so far should be included on the agenda for the 2<sup>nd</sup> May meeting of the Committee.

**Sec/  
DoLTs**

**1628. MOODLE DEVELOPMENTS**

Dr Chris Bonfield, Technology Enhanced Learning Manager, attended the meeting for the following two items.

**a) Moodle Baseline**

[http://teachinghub.bath.ac.uk/showcasing\\_innovation/tel/moodle/bath-baseline-for-online-teaching/](http://teachinghub.bath.ac.uk/showcasing_innovation/tel/moodle/bath-baseline-for-online-teaching/)

Dr Bonfield provided an introduction to guidance which has been developed to encourage academic staff to standardise the information they provide for students in Moodle. He explained that Moodle Baseline drop-in surgeries will be provided and other development workshops are planned. The Committee noted that an on-line booking tool will soon be available via the Learning and Teaching Hub web page through which attendance at drop-in sessions and access to individual advice will be available. Mr Bonfield also indicated that further guidance, in the form of video clips are currently being developed. The Committee noted that the Faculty Learning Technologist can also provide advice.

**b) Moodle/SAMIS grades transfer Plug-in**

[http://teachinghub.bath.ac.uk/showcasing\\_innovation/tel/moodle/new-grade-transfer-tool/](http://teachinghub.bath.ac.uk/showcasing_innovation/tel/moodle/new-grade-transfer-tool/)

Dr Bonfield provided an introduction to the recently created Moodle-SAMIS grade transfer Plug-in, explaining that this opportunity to be able to mark in Moodle and to transfer marks directly to SAMIS is available for all Unit Convenors to use, should they wish. This tool will provide an opportunity to avoid marks having to be entered more than once, and therefore an opportunity to avoid the potential for errors to be made. He pointed out, however, the importance of ensuring that the assessment item details are accurate in SAMIS (with, for example, a clear distinction between items of a similar % weighting).

The Committee noted that the Faculty Programmes Manager (Development) is reviewing the current assessment workflow and identifying which units are set up appropriately in Moodle (with on-line marking) to be able to benefit from this new tool. It was also noted that clear guidance will be provided. The Committee noted that for some there might be no time saved in comparison with current procedures which involve the recording of marks in a CSV file from which marks are downloaded into SAMIS. It was also noted that staff in the Department of Social and Policy Sciences have been piloting the tool during Semester 1 for all on-line marking and that they will continue to use the tool in Semester 2. It was also noted that the Department of Economics will use the tool in the assessment of all on-line quizzes in Semester 2.

Dr Bonfield informed the Committee that so far this academic year there have been 21,000 pieces of individual coursework submitted to Moodle in the Faculty of H&SS, of which 5,000 have been marked online.

**1629. UNIT AND PROGRAMME CHANGES**

**a) Department of Economics**

The Committee approved the proposed changes to ES50115 for implementation in 2018/19: [[ES50115 link to CMIS](#), paper 76]. The Committee noted that some text was missing from the Content section of the unit details in CMIS.

*[Secretary's note: the missing text in CMIS was added from the current web catalogue information after the meeting.]*

**b) Department of Psychology**

The Committee approved a proposal to change the status of units on the MSc Health Psychology, and to change to a single Stage, removing the progression point at the end of the taught part of the programme with effect from 2018/19 [[MSc Health Psychology link to CMIS](#), paper 77].

The Committee noted that in preparing for the meeting it had been noted that the Programme Specification for the MSc Applied Clinical Psychology made reference to there being several Stages for this programme when in reality this is a single Stage programme. It was noted, therefore, that the Programme Specification will need to be edited.

RJ

**c) Department of Social and Policy Sciences**

The Committee approved proposed minor and intermediate changes to postgraduate units for implementation in 2018/19 (paper 78):

- [SP50237 link to CMIS](#)
- [SP50330 link to CMIS](#)
- [SP50325 link to CMIS](#)
- [SP50333 link to CMIS](#)
- [SP50254 link to CMIS](#)

**d) Foreign Languages Centre**

The Committee approved proposed minor unit changes for implementation in 2018/19 (paper 79).

- FL10144 [View Proposal \(new tab\)](#)
- FL10148 [View Proposal \(new tab\)](#)
- FL10152 [View Proposal \(new tab\)](#)
- FL10156 [View Proposal \(new tab\)](#)
- FL10145 [View Proposal \(new tab\)](#)
- FL10146 [View Proposal \(new tab\)](#)
- FL10160 [View Proposal \(new tab\)](#)
- FL10164 [View Proposal \(new tab\)](#)
- FL10168 [View Proposal \(new tab\)](#)
- FL10171 [View Proposal \(new tab\)](#)
- FL10147 [View Proposal \(new tab\)](#)
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FL10282 [View Proposal \(new tab\)](#)

**1630. DEPARTMENTAL COMMITTEES**

The Committee noted minutes of Departmental Learning, Teaching and Quality Committees:  
Department of Education, 16.1.18 (paper 82)

**1631. UNIVERSITY COMMITTEES**

The Committee noted the minutes of the University, Learning, Teaching and Quality Committee: 16.1.18 (paper 83)