



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

Date and Time: **Wednesday 2nd December 2020 at 13.45**

Venue: **Via Teams**

Present: Dr N Gjersoe, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Dr G Forey, Department of Education
Prof R Joiner, Department of Psychology
Dr P Manning, Department of Social and Policy Sciences
Dr A Mondon, Department of Politics, Languages and International
Studies
Dr A Schaeffer, Department of Economics
Mr E Feddon, Student
Miss A Snary, Student

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Mr M Ashdown, Project Manager
Mr C Goff, Business Development Manager
Mrs A Theilgaard, Student Engagement Manager
Mrs E Whittleton, Programmes Manager

Apologies: Dr F Bisset., Learning Partnerships Office
Miss M Clutterbuck, Learning Partnerships Office
Mr F Masala, Students' Union President
Miss N Singh, Student

ACTION

1844. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 21st October 2020 (Paper 11).

1845. MATTERS ARISING

Minute 1836: Inspera

Members of the Committee expressed some concerns with regard to the minimal guidance which had so far been provided with regard to the creation of examination question papers using Inspera. Mrs Whittleton reported that Programme Administrators had been designated as Planners for the system and would be receiving some training early next week regarding the creation of the examination paper and the connection

of this to the relevant unit in SAMIS. It was also noted that academics would need to create the questions within Inspira before the Programme Administrators would be able to add a cover page with the examination rubric. The Committee noted that a rubric template would soon be available via the CLT Teaching Hub web space. Members of the Committee suggested that a workflow, which clearly set out the process and areas of responsibility for each step in the process for the creation of an examination paper would be helpful. It was also agreed that a drop-in session for all Unit Convenors would be helpful. The Chair agreed to contact TEL to suggest this.

Chair

A question was raised whether it will be possible to pass essay-based examination papers through Urkund. The Chair agreed to seek guidance on this, recognising that this is an important requirement for 'take-home' examination papers.

Chair

The Committee noted that it is possible to input questions directly into Inspira or to attach within a single pdf document. Members did not feel able to say which method would be preferable or most useful.

1846. CHAIR'S BUSINESS

a) Semester 2 IPT and LOIL Plans

Further to the recent communications to Directors of Teaching, the Chair confirmed that it has been agreed that departments may make changes to how they manage their In-Person Teaching sessions in Semester 2. She recognised, however, that everyone has been too busy to consider this yet but pointed out that timetables will be delivered to students in January and that once timetables are published it will not be possible to make changes.

b) IPT Attendance Booking

The Committee noted that it is possible for students to be asked to book their attendance for IPT sessions within Moodle, and that TEL can provide guidance on setting this up. All Directors of Teaching indicated, however, that they would prefer to continue to use the means they have employed so far this year, rather than introduce a new system.

c) Moodle Attendance Monitoring

The Chair noted that the identified core units for Moodle engagement monitoring had been forwarded to TEL. It was noted that the intention of this monitoring is to identify students who may be struggling in order to be able to offer them support.

d) Automatic Extensions Pilot

The Committee noted that the experience of the PowerApp developed for use within the Faculty of H&SS will be used to develop a similar interface within SAMIS for University-wide use.

The Committee noted it had been suggested that a volunteer department or degree programme might pilot automatic extension approval in Semester 2 of this year. However, at this time members of the Committee did not feel that they were able to volunteer for this, with concerns raised in relation to, for example, potential unmanageable changes to marking workloads.

The Committee noted that the recent communication relating to the University's 'no-detriment' measures for 2020/21 was not clear in terms of whether students could expect all extension requests to be approved during this year. In response to a query from Miss Snary, the Chair confirmed that an extension request from a student which cited time-management issues would need to provide more detailed contextual details to explain why the student was experiencing issues so that a Director of Studies would be able to judge whether approving an extension request would be appropriate.

e) **HSS Digital Leadership Group**

The Chair reported that Dr Sarah Moore would be chairing a Faculty of H&SS Digital Leadership Group and that the focus will be on sharing best practice for learning and teaching as well as potentially lobbying for investment in appropriate IT solutions. Previously identified departmental digital champions have been invited to join this group. Others with an interest in joining are welcome.

f) **Faculty Student Council**

The Chair reported that she was currently in discussion with the Students' Union about a proposal to establish a Faculty-based Student Council to include Student Academic Reps, and any others who are interested. Members of the Committee agreed that it is useful to be able to maximise the opportunities for student feedback. Miss Snary and Mr Feddon supported the idea.

Dr Bush pointed out that there is a larger cohort of Postgraduate Students who teach this year and that they are often not given the opportunity to discuss their experience. He informed the Committee that in the Department for Health they have been invited to contribute to an upcoming DLTQC meeting. Dr Forey reported also that in the Department of Education she had been meeting on-line fortnightly with the postgraduate students who had undertaken teaching so that experience and ideas could be shared. This had followed a model established initially in the Department of Social and Policy Sciences.

1847. STUDENT BUSINESS

In response to a question from Miss Snary, relating to the Department of Social and Policy Sciences Learning, Teaching and Quality Committee minutes (paper 14), the Chair explained that she is evaluating a well-being App for use by students with students in Year 1 of undergraduate programmes in SPS involved as a pilot group.

1848. FUTURE SCANNING (Standing item)

a) **Scenario Planning for 2021/22 and Beyond**

The Chair explained that departments are asked to consider scenarios for 2021/22 onwards which may be based on the current teaching arrangements or a reversion to pre-Covid arrangements, or a hybrid of the two. Members of the Committee expressed a desire for flexibility as some arrangements may work better for some programmes than others. It was agreed that Regulations and any limitations will need to be made clear in advance of Departments considering their options.

Some concerns were expressed that the University appeared to be planning resilience in the context of a further pandemic but it was suggested that technological resilience may be a more pressing area to develop (to mitigate, for example, IT failures/cyber security issues).

Members of the Committee agreed that it is important to better understand what the University is aiming for in terms of the delivery of taught programmes in the future and what evidence there is to support the direction being encouraged. The Chair indicated that she would meet with the other Associate Deans (L&T) to discuss.

Chair

b) Decolonising the Curriculum

The Committee noted that this had been, or would soon be, an agenda item for all Departmental Learning, Teaching and Quality Committees, with plans to continue the discussion into future meetings.

The Chair informed the Committee that Dr Dinerstein from the Department of Social and Policy Sciences will be acting as Chair of a University-wide pop-up Centre, DECKNO, established to promote the decolonisation of research theory. Dr Manning was asked to update the next meeting of this Committee on this initiative.

PM

1849. STUDENT EXCHANGE AGREEMENT

Department of Politics, Languages and International Studies

The Committee approved a proposal for a new Student Exchange Agreement with l'Université de Strasbourg, France, for an initial period of one year, 2020/21 (paper 12). This will now be forwarded for consideration by CPAC.

CPAC

1850. UNIT AND PROGRAMME CHANGES FOR 2021/22

a) The Committee noted that guidance on the process for the approval of unit and programme changes for 2021/22 is expected soon, following discussion at Senate this week.

In anticipation of this, and the extension of the usual deadline by one month for the approval of intermediate changes to undergraduate units and programmes, the Chair encouraged departments to submit change proposals for consideration at the 13th January meeting if possible. All other changes will need to be submitted to the following meeting on the 3rd February. The Committee noted that major changes to undergraduate programmes are not now possible for implementation in 2021/22.

The Committee also noted that it is expected that the timeline for making changes to Postgraduate units and programmes will remain as indicated in [QA4](#) (i.e. to be approved by the end of March). This means that any intermediate postgraduate unit and programme changes must be approved at the 17th March meeting.

It was noted that Faculty-level approval of any proposed major taught postgraduate programme changes must be achieved before the 17th March meeting of the Committee (so that they can be approved at University-level by the end of March). This means that if there are any major programme changes to be considered, it may be necessary to schedule a further meeting earlier in March.

The Committee noted that departments must wait to be informed that it is possible to commence drafting change proposals in CMIS because a process to update details to match what was approved for this year outside of the system is currently underway.

- b) The Chair asked Directors of Teaching to provide a very brief plan (bullet point list) of changes they will wish to make for implementation in 2021/22. These should be sent to the Assistant Registrar by the 15th December.

DoTs

1851. UNIT AND PROGRAMME CHANGES APPROVED BY CHAIR'S ACTION FOR 2020/21

The Committee noted the following changes approved by Chair's action for implementation in 2020/21:

- a) **Department of Politics, Languages and International Studies**
Change to assessment for [PL10712](#)

Change to assessment for [PL30548](#)

- b) **Department of Social and Policy Sciences**
Change to assessment of [SP50327](#)

Addition of options for implementation in 2021/22:
[MRes European Social Policy](#)

[MRes International Development](#)

[MRes Social Policy](#)

[MRes Sociology](#)

1852. FACULTY COMMITTEES

The Committee received the minutes of the following departmental committees:

- Department of Economics, 11.11.20 (paper 13)
- Department of Social and Policy Sciences, 14.10.20 (paper 14)

1853. NEXT MEETING

The Committee noted that the next planned meeting is on the 13th January 2021.