



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

Date and Time: Wednesday 4th December 2019 at 13.45

Venue: 1WN3.20

Present: Dr N Gjersoe, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Miss M Clutterbuck, Learning Partnerships Office
Dr E Fichera, Deputy Head of Department of Economics
Prof R Joiner, Department of Psychology
Dr S Martin, Department of Education
Dr K von Oppen, Department of Politics, Languages and International
Studies
Miss A Palmer-Ross, Undergraduate Student

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

Apologies: Dr F Bisset, Learning Partnerships Office
Dr S Moore, Department of Social and Policy Sciences
Dr A Schaeffer, Department of Economics
Miss A Shepherd-Coles, Undergraduate Student

ACTION

1764. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meetings held on the 16th October 2019 (Paper 19). There were no matters arising not covered elsewhere on the agenda.

1765. CHAIR'S BUSINESS

a) Curriculum Transformation

The Committee noted that there will no longer be a CTC meeting in March 2020 and therefore that it is expected that all Phase 2/3 proposals for undergraduate degrees will be considered at DLTQC and FLTQC meetings in time for submission to CTC in July. It was also noted that all PGT programme Phase 2/3 proposals will also be considered by the July CTC meeting.

It was agreed that all undergraduate Phase 2/3 proposals should be considered at one of the following planned FLTQC meetings: 22.01.20, 05.02.20 or 18.03.20. A list of all programmes and suggested dates will be circulated to Directors of Teaching after the meeting so that they can confirm which date they plan to submit their programme documents to (for both Undergraduate and Postgraduate).

Sec/DoTs

Dr von Oppen indicated that there may be a request for a number of Masters programmes in the Department of Politics, Languages and International Studies to go forward in their transformed form to commence in 2021/22 as originally planned. Dr Gjersoe requested that details are forwarded to her and the Dean for consideration.

PoLIS

b) Phase 2/3 Structures

The Chair said that she had attended CT meetings with Peter Lambert, CLT and SREO and that some guidance was being developed. She is awaiting the final minutes but will discuss these at the next CT Steering Group meeting in relation to the HSS proposed Phase 2/3 course structures.

c) Moodle-SAMIS Marking Integration Project

Mrs Whittleton provided an update on the progress so far for this project, reporting that there will be an additional training session for those involved in the pilot next week.

Dr Bush, Dr Martin and Dr von Oppen agreed to discuss with colleagues to identify potential further units on which to trial the process in Semester 2.

**AB, SM
and Kvo**

It was also noted that the TEL Team will seek feedback from those in the trial (academics, administrators and students). The Committee noted that it may be possible to address an issue in relation to the recording of moderation and sharing the sample with external examiners through the development of a Power App, dependent on the resource available to support this. A process review workshop to involve representatives from all departments in the Faculty, at which a process map could be agreed, would be needed to inform this development.

1766. NSS ACTION PLANS

The Committee discussed 2019/20 NSS Action Plans developed by each Department and which had recently been submitted to the PVC L&T. The Chair reported that she had provided a summary of key innovations identified in the plans which had been presented by the Dean to the VC.

- Department of Social and Policy Sciences (paper 20)
- Department of Psychology (paper 21)
- Department of Politics, Languages and International Studies (paper 22)
- Department for Health (paper 23)
- Department of Education (paper 24)
- Department of Economics (paper 25)

In discussion it was noted that in several Departments changes had been made to coursework feedback forms, in particular in an attempt to ensure greater consistency. Dr Bush agreed to circulate to the Committee the revised form now used for the BA Sport Management and Coaching which includes marking criteria and a tick box against each with a free text box limited to 150 words for additional comments by the marker.

Dr Gjerse informed the Committee that she will be acting as Chair of the TDF committee which would soon be inviting ideas for funding. It was suggested that a project which researches what students do with assessment feedback and which might inform different practice in the future might be an interesting project to propose.

The Committee noted that currently students cannot access feedback in Moodle on work submitted in previous years but that they often do not consider downloading the feedback for potential future use. It was suggested that students might be encouraged to create a Personal Development Portfolio into which they would download all feedback received.

[Secretary's note: After the meeting the Faculty Learning Technologist confirmed that students can access the Moodle archive and therefore can find old assignments and feedback:: <https://moodle-archive.bath.ac.uk/>

An online portfolio tool developed by the University of Surrey, FEATS (Feedback Engagement and Tracking at Surrey), is also available to students to help them better understand and engage with their feedback: <https://www.surrey.ac.uk/technology-enhanced-learning/projects>].

1767. STUDENTS' BUSINESS

Miss Palmer-Ross reported to the Committee that she and Miss Shepherd-Coles will be arranging Faculty Forum meetings for all academic representatives in the Faculty. Initial ideas for agenda items in the first meeting include: developing a community, feedback and seminars in a circle. Miss Palmer-Ross indicated that she would send the notes of their meetings to the Secretary so that could be further shared with the Committee if this is appropriate.

Members of the Committee discussed the fact that it is not always easy to know how students would wish their voices to be heard. The example of Start, Stop, Repeat mid-unit questionnaires was discussed, noting that the earlier in the unit these are used, the more opportunity to make changes in response, and also the provision of the questions on paper for students complete in the lecture elicits a far greater number of responses than email circulation. It was also noted that it is important that students are informed, ideally in the next week, what changes are to be made in response to their comments.

The Committee noted the importance of students understanding what is considered to be constructive feedback, and what it is appropriate to comment on in such an exercise. It was noted that Dr Gjerse gives a

detailed briefing to BSc Psychology students on her units prior to asking them to complete their questionnaires.

1768. ANNUAL MONITORING

The Committee considered the 2018/19 Annual Monitoring Reports for the following Learning Partnerships programmes (in accordance with QA51):

- FdSc Addictions Counselling, BSc Addictions Counselling (Work-based Learning), Continuing Professional Development Units (*Action on Addiction Franchised programmes*), paper 26.
- FdA Early Years and Childhood Studies, BA Early Years and Childhood Studies (work-based Learning) (*Wiltshire College Licensed programmes*), paper 27.
- BA Ballet Education (*The Royal Academy of Dance validated programme*), paper 28.
- BA Dance Education (*The Royal Academy of Dance validated programme*), paper 29.
- PGCE: Dance Education (*The Royal Academy of Dance validated programme*), paper 30.
- BSc Social Work (*Wiltshire College Licensed programme*), paper 31.
- MA Education (Dance Education), (*The Royal Academy of Dance validated programme*), paper 36.

The Committee noted that each of these reports had been considered by the relevant Department Learning, Teaching and Quality Committees prior to being submitted to this Committee.

The Committee agreed that the reports were very informative and noted that all of the programmes continued to receive positive feedback from students, external examiners and University of Bath Link Academic Advisors.

Some members of the Committee commented that they would welcome the re-introduction of annual monitoring reports, or similar, for all current programmes as they felt that this provided the Director of Studies an opportunity to take a broad view of their programme(s). It was noted that there is an intention that following Curriculum Transformation there will be an expectation and mechanisms for continual review and development of programmes.

[Secretary's note: members are reminded that in accordance with QA51, it is still expected that departments will monitor their programmes through the on-going examination of key indicators: 'such as External Examiner reports, student feedback (including through surveys and discussions at Staff/Student Liaison Committees), and programme data (including admissions, retention and degree outcomes data) – and take action where appropriate. Programme data will continue to be made available to Departments and Faculties/the School for monitoring purposes – specifically, statistical data on admission, retention and degree outcomes (provided by Academic Registry); student survey data (provided by the Centre for Learning & Teaching); and data on the first destinations of graduates (provided by the Careers Service).'

1769. UNIT AND PROGRAMME CHANGES

Department of Social and Policy Sciences

The Committee approved the following change to take effect in 2020/21:

- SP50332 unit withdrawal (CMIS link: <https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=12214>)

1770. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes which have been approved by Chair's action.

- SP50314: change to assessment (<https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=12175>)
- MSc International Development, minor change to the Programme Specification

The Committee also noted details of minor unit changes approved at Department LTQC:

- SP60295 Digital Public Policy, change in title to Networks, Governance and Citizenship in a Digital World, and content (<https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=12241>)

1771. PROFESSIONAL ACCREDITATION

Department of Psychology

The Committee noted that the Chair had approved draft accreditation submissions for the following, which have now been forwarded for consideration by Academic Registry and CPAC:

- British Psychological Society: Doctorate in Clinical Psychology
- Association for Family Therapy and Systemic Practice: Foundation Course in Systemic Theory and Practice

1772. DEPARTMENTAL COMMITTEES

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

- Economics, 02.10.19 (paper 33)
- Social and Policy Sciences, 16.10.19 and 16.11.19 (paper 34)

1773. UNIVERSITY COMMITTEES

The Committee noted minutes of the following committee:

- Academic Programmes Committee, 23.10.19 (paper 35)