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

Date and Time: Wednesday 17th December 2014 at 13.45pm

Venue: CB4.1

Present: Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)
Ms E Barratt Hacking, Department of Education
Ms F Bisset, Learning Partnerships Office
Dr R Joiner, Department of Psychology
Prof A Lewis, Psychology
Dr S Martin, Department of Education
Dr R Maconachie, Department of Social and Policy Sciences
Dr K von Oppen, Department of Politics, Languages and International Studies
Dr E Rich, Department for Health
Dr T Skinner, Department of Social and Policy Sciences
Dr C Wilson-Stokes, Department for Health
Dr C Winnett, Economics
Mr T Parker, Students' Union

In Attendance: Mrs L Allott, Undergraduate Manager
Miss S E Jacobs, Assistant Registrar (Secretary)
Miss J Medland, Student Experience Officer
Mrs C Wilson, Faculty Placements Manager (for item:1313)

Apologies: Dr J Brice, Graduate School Manager
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr M Garcia, Politics, Languages and International Studies
Prof S Gough, Associate Dean (Graduate Studies)
Ms A Hill, Deputy Graduate School Manager
Dr A Mishra, Economics
Ms M Ward Goodbody, Director of ASC
Miss S King, Student
Miss L Shaikh, Student
Mr A Stringfellow, Student

1309. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 3rd December 2014 (paper 69).

ACTION

1310. MATTERS ARISING

(1) Minute 1304 (1) iv: Updating of Unit Descriptions

The Committee noted that following the recent revisions to the NFAAR:UG which will lead to students in the future taking supplementary assessments for failed final year units, it has been confirmed that as final year unit descriptions are revised or proposed they should be updated to include details of the nature of supplementary assessment with the clarification 'where applicable in accordance with the regulations'.

1311. CHAIR'S BUSINESS

Education Strategy: NSS

The Committee noted details by JACS codes of the 2014 NSS (paper 70). The Chair explained that if they have not already done so Department LTQCs are expected to discuss the NSS results for their department. Members of the Committee confirmed, however, that discussions had already taken place and that they had all now drafted an NSS Action Plan (which would be considered later in this meeting).

1312. STUDENTS' BUSINESS

(1) Union of Tour

Mr Parker explained to the Committee that members of the Students' Union have been going out to Departments to offer students the opportunity to choose the Top 10 issues on which they would like the Officers to concentrate their efforts.

(2) Women in Leadership

Mr Parker explained that he was still hoping to find many more people to lead workshops for this event which will take place on the 7th February 2015, and asked members to let him know if they, or colleagues, would be able to offer their time to take part. He also explained that he would welcome ideas on who he might approach to act as a key note speaker to talk about women in politics.

1313. PLACEMENT UNIT CONVENOR ANNUAL REPORTS

The Faculty Placements Manager attended the meeting for this item. The Committee considered annual reports in relation to placements in 2013/14 in the following departments:

- Department of Economics (paper 78)
- Department of Education (paper 79)
- Department for Health (paper 80) (
[Secretary's note: The Committee noted that the report for the previous year had been circulated in error. The correct report was submitted after the meeting, with no issues to report.]
- Department of Politics, Languages and International Studies (paper 81)
- Department of Psychology (paper 82)
- Department of Social and Policy Sciences (paper 83)

Mrs Wilson explained that 2013/14 had been a successful year with positive feedback from students and placement providers across all subject areas in the Faculty. The Committee noted the following:

- The majority of Departments had been able to place more students than in previous years.
- Poster events have been particularly successful and have provided a good marketing opportunity for the Faculty Marketing Team.

- The Faculty Placement Team have developed better links with the Alumni Office and through 'Bath Connect' there are opportunities for alumni to provide guidance and advice to students in relation to placements and future careers.
- A number of Placement social events have taken place in London, Brussels and Munich.
- A peer assisted learning scheme has been particularly successful in Economics and Psychology.

Issues highlighted by Mrs Wilson included:

- A shortage of paid placements, with many students struggling financially as a result. The Chair reported that there are discussions taking place to see if it might be possible for the Faculty to provide access to financial support for students in this position.
- An increase in student numbers has not been matched with an increase in resource to support placements. The Committee agreed that additional resource is urgently required in view of the increase in student numbers. The Chair agreed to discuss with the Dean and the Director of Administration what plans there are for the request of additional posts.
- The Placement Tutor's visit form is regarded as too long (one Department uses its own shorter form). Mrs Wilson indicated that she intended raising this at the Placement Tutors' Forum.
- Students struggle to complete the POLO forms, particularly in relation to how they grade themselves. It was suggested that the form might more clearly explain to the student this grading relates to their own self-reflection.

Chair

The Committee welcomed Mrs Wilson's summary report. They felt that the receipt of an individual Placement Unit Monitoring Report by the Committee for each department was unnecessary. It was suggested that in the future, a summary report from the Placements Manager highlighting areas of good practice and details of any issues, together with reference to placements in Programme Annual Monitoring Reports should be sufficient. It was noted, however, that QA6 paragraph 12.2 would need to be amended to allow this.

LTEO

1314. UNIT AND PROGRAMME CHANGES

(1) Department of Psychology

The Committee approved the creation of new units for the BSc Psychology and MSci Psychology, for implementation in 2015/16 (paper 84):

- PS3XXXX Language Developments
- PS3XXXX Forensic Psychology
- PS3XXXX Traffic, Transport and Environmental Psychology

(2) Department of Politics, Languages and International Studies

The Committee approved a proposal for the addition of the opportunity for students to choose a Director of Studies approved option in Semester 2 in the final year of the BA Modern Languages and European Studies programmes, specifically allowing students to choose from a list of politics units, with immediate effect. The Committee noted that there may be units delivered by the Department of Social and Policy Sciences which could also be of interest to students. The Committee commented that while the Department has had to deal with a lot of staff changes, it should have been possible to anticipate some of the issues earlier in the year and therefore for changes such as this to have been proposed for approval sooner.

1315. UNDERGRADUATE PROGRAMME ANNUAL MONITORING REPORTS FOR 2013/14

The Committee considered annual monitoring reports for 2013/14 for the programmes listed below. Members of the Committee repeated the comments they made last year questioning the necessity for the AMR to include reflection on other reports which are also discussed separately (eg NSS Action Plan, Placement Unit Convenors reports). It was suggested that the template might be amended to reduce the amount of repetition and to allow better reflective comments. The Committee commented again that while there is an expectation that reporting is by exception, the most valuable and interesting reports are those which include more commentary. The Committee suggested that a holistic review of all annual reporting/monitoring to consider where duplication could be avoided would be welcomed.

**LTEO/
ULTQC**

(1) Department of Economics

- BSc Economics, BSc Economics and Politics, BSc Economics and International Development (paper 85)

The Committee noted that two of the three External Examiner reports had only recently been received and therefore that the Head of Department had not yet the opportunity to respond.

(2) Department of Education

- BA Childhood, Youth and Education Studies (paper 86)

The Committee noted that an External Examiner's report for a Unit Board of Examiners meeting had been submitted with the paperwork in error, rather than the end of year report.

[Secretary's note: the annual report was received in July 2014 and did not raise any major issues.]

(3) Department of Politics, Languages and International Studies

- BA Modern Languages and European Studies programmes (paper 87)
- BA Language and Politics programmes (paper 88)
- BSc politics with Economics and BSc Politics with International Relations (paper 89)

The Committee noted that despite the national downturn in numbers of students studying foreign languages the Department continues to recruit well to its language programmes.

The Committee discussed their concerns with regard to the convention in the Department that no marks can be awarded above 85%. While members recognised that it is rare that students achieve marks in excess of 85% they should at least have the opportunity to do so. The Committee noted that the several External Examiners have raised this as an issue. Dr von Oppen agreed to take this back for discussion at the DLTQC.

KvO

(4) Department of Psychology

- BSc Psychology (paper 90)

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(5) Learning Partnerships Office/Associated Colleges

- BSc Sport (Health and Fitness), City of Bath College; FdSc Sport (Health and Fitness), City of Bath College; FdSc Sport (Health and Fitness), Weymouth College (paper 91)
- BA Early Years Care and Education; FdA Early Childhood Studies; FdA Early Years and Childhood Studies, Wiltshire College (paper 92)
- FdSc Addictions Counselling; BSc Addictions Counselling, Action on Addiction (paper 93)
- BSc Sport (Coaching), City of Bath College; FdSc Sport (Coaching), City of Bath College; FdSc Sport (Coaching), Weston College (paper 94)
- BSc Social Work, Wiltshire College (paper 95)
- FdSc Sport (Therapy); BSc Sport (Therapy), Swindon College (paper 96)

The Committee commented positively on the quality of all of the documents for the above programmes. It was noted that a number of the programmes are being taught out due to low recruitment but that students continue to be appropriately supported through their studies.

1316. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 98).

1317. DEPARTMENTAL COMMITTEES

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

- Department of Psychology, 26.11.14 (paper 99)

1318. UNIVERSITY COMMITTEES

The Committee noted the minutes of the following Committee:

- Programmes and Partnerships Approval Committee, 1.10.14 (paper 100)