

Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 4th May 2022 at 2.15pm held remotely via Teams

Present:

Dr Nathalia Gjersoe, Associate Dean (Education) (Chair)
Dr Andre Barrinha, Director of Learning and Teaching, Department of Politics,
Languages and International Studies
Dr James Fern, Director of Learning and Teaching, Department for Health
Dr Gail Forey, Director of Learning and Teaching, Department of Education
Prof Richard Joiner, Director of Learning and Teaching, Department of Psychology
Dr Peter Manning, Director of Learning and Teaching, Department of Social and
Policy Sciences
Dr Andreas Schaeffer, Department of Economics

In Attendance:

Mrs Rachel Acres, Assistant Registrar (Secretary)
Ms Amy Childe, Student Engagement Manager
Dr Briony Frost, Curriculum Development Officer

Apologies for absence were received from:

Miss Suzanne Jacobs, Assistant Registrar (Secretary)
Dr Florin Bisset, Learning Partnerships Office
Ms Maria Clutterbuck, Learning Partnerships Office
Dr Lucy Noble, Director of Learning and Teaching, Department of Education
Dr Kerry Papps, MRes Programmes Director
Miss Annie Willingham, Students' Union President
Mr Chris Goff, Business Development Manager
Ms Helen Lofkin, Marketing Manager
Mr Zisis Tzifaz Kratiras, Undergraduate Student
Ms Mariya Guselnikova, Postgraduate Student
Miss Rhea Menon, Undergraduate Student

1968 - Minutes of Previous Meetings

The Committee approved the minutes of the meeting held on the following date:

- 16th March 2022 (**Paper: FHLTQC 21/22 - 079**)

1969 – Matters Arising

The Committee noted the following matters arising from the minutes:

- a) Minute 1957: CT Phase 3 Query relating to optional units from other departments

It has been confirmed that Annex 7 documents for optional units from other Departments should be included. [[The Annex 10](#) document includes the following in the section on requirements for Phase 3:

- *Annex 7 (unit descriptions), with tracked changes to Phase 2 information (unit summaries) if required, and Phase 3 detail included. Annex 7 with Phase 2 and 3 detail completed must be provided for all units, compulsory and optional. (Unit descriptions for units on the course that are delivered by other departments should also be provided for reference, although they will be approved by the owning Faculty/School).*

- b) Minute 1959: Reading Weeks

Directors of Teaching reported on their recent discussions at DLTQC meetings in response to the Students' Union proposal for reading weeks.

- Department of Economics: There was a consensus that students appreciate the reading week in S1, which was normally in week 6, but there was not necessarily demand in S2 as there was the Easter break. PGT workloads were heavier in S2, but this did not necessitate a reading week.
- Department of Education: Not all undergraduates wanted a reading week, but this could be introduced for 2022/23 (although wasn't felt necessary for S2). Postgraduate students and staff were not that keen.
- Department for Health: Only one UG programme (BSc Sport Management and Coaching) had a S1 consolidation week - others didn't feel the need to introduce them but could explore whether students might want this. Fitting in lab sessions would be tricky with a reading week.
- Department of Psychology: The general consensus was that students and staff would like to keep their reading weeks for S1, week 7 and S2, week 5. Would consider whether to align with half term break.
- Department of Politics, Languages and International Studies: There was one reading week in S1, week 6 and one in S2 in week 10. The Department was happy with the current arrangements.

- Department of Social and Policy Sciences: The programmes tended to have one in S1 and S2, and would keep as the students liked them. It was important for staff to align S1 reading week with half term and would prefer to keep their current arrangements.

The Committee did not see the argument for having a Faculty-wide reading week at the moment but would consider if it might be useful again in the future. It was agreed Departments should continue to decide on their own reading week arrangements.

c) Minute 1960: Assessment Taxonomy

It has been confirmed that reference to the assessment taxonomy is not necessary for the digital prospectus, but that this is a requirement for unit approval at Phase 3 of Curriculum Transformation.

1970 – Chair’s Business

Education KPIs – Dr Gjersoe asked Committee members if there were any additional Education KPIs that should be tracked. Dr Gjersoe would share the document and welcomed feedback.

Action: NG

The Committee discussed creating capacity for teaching staff to undertake research and ensure pathways were not closed off for staff progression. It was noted KPIs related to a ‘Community of Care’ were being looked at by the Pro-Vice-Chancellor (Education).

1971 – Student Business

No student representatives were in attendance.

1972 – Undergraduate Curriculum Transformation

Dr Forey asked whether Director of Studies and CT teams should attend the FLTQCs in June where the CT plans were being discussed – the Committee agreed that they should be in attendance to answer questions and could provide an optional, very brief presentation.

It was confirmed that Annex 7 documents for optional units from other Departments should be included in submissions.

It was agreed that, for the reviewers, reading the titles should be fine to get sense of optionality rather than reading through every optional Unit Description.

1973 – University Education Implementation Strategy

Dr Gjersoe reported on the plan for implementing the above strategy and noted that the H&SS contribution to the University's strengths and weaknesses had been integrated into the current version. Committee members were encouraged to respond directly to the Pro-Vice-Chancellor (Education) with any further feedback.

Action: ALL

1974 – Agreement Renewals

Department of Politics, Languages and International Studies

The Committee approved the proposed renewal of the following student exchange agreements for the BSc International Management and Modern Languages:

- ESCP, Paris, France (Paper FHLTQC 21/22 - 80)
- ESSEC, Paris, France (Paper FHLTQC 21/22 - 81)
- ICADE Business School, Madrid, Spain Paper FHLTQC 21/22 - 82)
- ISC, Paris, France (Paper FHLTQC 21/22 - 83)
- Mannheim Business School, Germany (Paper FHLTQC 21/22 - 84)
- EM Strasbourg, France (Paper FHLTQC 21/22 - 85)

The Committee discussed how exchanges in the Department of Politics, Languages and International Studies were faring; some issues were noted in Languages, particularly with Russian and due to Brexit but these were being considered by staff.

1975 – Future Scanning (Standing item)

There was nothing to discuss under this agenda item.

1976 - Any Other Business

To note that an exemption to QA16.9 and QA12, 7.6 had been agreed by the Pro-Vice-Chancellor (Education) following the resignation of the BSc Criminology External Examiner in support of UCU action - the Department was unable to recruit a replacement External Examiner with the necessary expertise in time to review two examination papers and therefore the Head of Department reviewed them instead.

The Committee thanked Dr Peter Manning for his significant contribution as Director of Teaching and noted this was his last meeting before he stepped down.

Summary of Actions:

Action: Dr Gjersoe would share the Education KPIs and Committee members should feedback if there were any additional KPIs that should be tracked.

Action: All to feedback to the PVC (Education) on the ESIP, if any further ideas.