

Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 9th February 2022 at 2.15pm held remotely via Teams

Present:

Dr Nathalia Gjersoe, Associate Dean (Education) (Chair)
Dr Andre Barrinha, Director of Teaching, Department of Politics, Languages and International Studies
Dr Gail Forey, Director of Teaching, Department of Education
Dr James Fern, Director of Teaching, Department for Health
Prof Richard Joiner, Director of Teaching, Department of Psychology
Dr Peter Manning, Director of Teaching, Department of Social and Policy Sciences (until 15.00)
Dr Lucy Noble, Director of Learning and Teaching, Department for Health (until 15.00)
Dr Kerry Papps, Faculty MRes Director, Department of Economics
Dr Andreas Schaeffer, Department of Economics
Mr Zisis Tzifaz Kratiras, Undergraduate Student

In Attendance:

Miss Suzanne Jacobs, Assistant Registrar (Secretary)
Mrs Rachel Acres, Assistant Registrar
Mr Michael Ashdown, Project Manager
Miss Amy Childe, Student Engagement Manager
Mr Chris Goff, Business Development Manager
Mrs Elise Whittleton, Programmes Manager
Miss Helen Lofkin, Head of Marketing
Dr Polly McGuigan, Department for Health (for item 1946)

Apologies for absence were received from:

Dr Florin Bisset, Head of Learning Partnerships
Ms Maria Clutterbuck, Learning Partnerships Office
Miss Annie Willingham, Students' Union President
Miss Rhea Menon, Undergraduate Student

1942 - Minutes of Previous Meetings

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

- 19th January 2022 (**Paper: FHLTQC 21/22 - 46**)

1943 – Matters Arising

Minute 1921 Unit and Programme Changes

The Committee noted that the Assistant Registrar has attempted to make changes to programme structures in CMIS on behalf of departments but that because of difficulties in CMIS this work has not yet been completed. IT support is awaited. In the meantime, the information relating to the addition of new units to programme structures has been passed to Academic Registry in time for the preparation of the 2022/23 Programme Catalogue.

Minute 1929 Inspera

The Committee noted that it had been confirmed that students can copy and paste from a Word document into their Inspera examination paper but must leave sufficient time to be able to complete this before the deadline.

Minute 1932 Placement Assessment

The Chair noted that she had received confirmation from some Directors of Teaching, but not yet all, with regard to their plans for POLO word limits this year.

Minute 1933 – Curriculum Transformation

The Committee noted that the Secretary had passed on the comment to Academic Registry relating to difficulties using the current Word template for course structures.

1944 – Chair's Business

Industrial Action and Board of Examiners for Units:

The Committee noted that guidance had been circulated to Heads of Department with regard to action to take should it not be possible to hold Boards of Examiners during the period 14 – 22nd February as planned.

NSS 2022

The Committee noted that this year's National Student Survey is now open for final year undergraduate students.

1945 – Student Business

There was no student business raised at this meeting.

1946 – Assessment and Feedback

Dr McGuigan, chair of Assessment and Feedback Working Group, attended the meeting for this item (**Paper: FLTQC 21/22 - 47**).

Dr McGuigan explained that questions had arisen in discussions with colleagues over the last 9 months. The Committee noted that in particular, there are difficulties relating to a lack of available data but that it is hoped that some of this will be addressed through implementation of the Assessment Taxonomy and Curriculum Transformation. Dr McGuigan explained that she would like to take this as an

opportunity to gather and share good practice and to identify where additional guidance and training might be useful.

Timing of assessments

Members of the Committee confirmed that currently action is taken in various ways to ensure that the bunching of assessments is avoided where possible for students. It was noted that in the Department of Social and Policy Sciences this is led by the Programme Administration Team, whereas in the Department for Health, academic teams meet to discuss the avoidance of bunching at programme and year group level, and to ensure that formative feedback will be provided at an appropriate time. It was noted that in the Department of Economics some mid-term assessments have recently been removed or replaced with coursework where appropriate to relieve some of the bunched assessment burden which had caused difficulties for students in the past. The Committee noted that currently in the Department of Politics, Languages and International Studies coursework deadlines tend to all be on the same date.

The Committee noted that the planned matrix of assessments will be useful to help identify where there may be issues.

Information for students

The Committee noted that while there is an expectation that a base level of information for each unit is made available to students on the unit Moodle page it has not been possible to ensure that all Unit Convenors comply with this.

Dr McGuigan explained that the CLT is currently advertising to recruit students to gather information from fellow students about where and what information they would like access to. It is intended that this will help to focus attention where it will have the most impact.

Marking criteria

The Committee noted that each Department has generic marking criteria but that there are some concerns with regard to the interpretation of these by students, and by staff, and that this can lead to inconsistency in marking and also to inappropriate student expectations in the marking and feedback for their assessments.

Mr Kratiras confirmed to the Committee that in his experience students use and read Moodle to find information about assessments. He also explained that students appreciate seeing examples of other students' exam questions/essays and how they were marked. Members of the Committee agreed that it is important to ensure that students understand what the Unit Convenor will be looking for in their assessments and the use of examples is a good way to show this.

The Committee noted that several members had experience in previous institutions of marking and providing feedback to students using Turnitin Grade Mark, noting that this is a very useful tool and surprising that the University of Bath has not subscribed to this. Members suggested that this should be included in the Digital Strategy currently under consideration.

The Committee noted that it is important to develop guidance and training for all staff

to help them to develop their assessments and to be able to discuss with students so that they understand exactly what is expected of them.

Dr McGuigan thanked members of the Committee for the useful discussion and indicated that she will follow up after meeting to ask Directors of Teaching for feedback policies and feedback forms. It was also noted that the discussion can be continued at the next Curriculum Transformation Steering Group meeting.

1947 – Undergraduate Curriculum Transformation

The Committee discussed the schedule and templates for Phase 3 approval:
<https://www.bath.ac.uk/publications/qa-ct-curriculum-transformation-phase-3/>

- a) The Committee noted the following documents (**Paper: FLTQC 21/22 – 48**):
- A) QA CT Approval of courses Phase 3
 - B) QA CT Annex 10 Phase 3 information
 - C) QA CT Annex 11 Phase 3 Assessment Strategy
 - D) Assessment for learning design principles
 - E) Assessment Taxonomy

The Committee noted that the expectation is for completed Annex 7 documents for compulsory and optional units to be provided as part of Phase 3. Some concerns were raised in relation to this, in particular for final year optional units which would be delivered at the earliest in 2026/27.

Action: The Chair will seek confirmation that details for all optional units are expected at this stage.

Members of the Committee expressed an interest in being able to discuss alternative assessments within the Faculty, for example, alternatives for the Final year Dissertation. The Chair agreed that this should be included on the agenda for an upcoming meeting on the CT Steering Group.

Action: Secretary to include alternative forms of assessment on the CT Steering Group agenda.

- b) The Committee noted that additional FLTQC meetings will take place on 25 May and 15 June, with a standard meeting also scheduled to take place on the 8 June.
- c) The Committee noted that submission deadlines will be at least 3 weeks in advance of each meeting to allow time for circulation, for members to review all items allocated to them and to provide feedback to CT Teams one week in advance of the meeting.
- d) The Committee agreed that the allocation of departments to the extra FLTQC meetings needed to be agreed soon so that appropriate members of CTC could be invited to the relevant meeting.

Action: Secretary to send an email to Directors of Teaching about the timelines for Phase 3.

1948 – Extensions in SAMIS

Mr Ashdown explained that the Extensions PowerApp will no longer be available after the end of this academic year. The Committee noted that the appropriate functionality is now available in SAMIS so all Departments will need to transfer to this for the start of 2022/23.

The Committee noted that the number of requests from students for extensions this year has remained similar to last year. It was also noted that the Department of PoLIS are using SAMIS this year and that the experience has generally been a positive one, with a few early issues having been addressed. It was noted that using SAMIS is much easier for students.

Mr Ashdown explained that currently in SAMIS it is only the Director of Studies who can approve an extension request but that he is discussing this further with the SAMIS development team, having noted that this is a major barrier to the use of SAMIS for some departments. It was also agreed that reverting to the use of emails for students to request an extension must be avoided.

The Committee also noted that Unit assessment details in SAMIS must match the number of individual assessments undertaken by students for the unit to ensure that students are able to request an extension via SAMIS on the web. Members of the Committee did not believe that this was an issue in the Faculty of H&SS.

1949 – Assessment Offences 2020/21

In accordance with [QA53](#), the Committee received a summary report of assessment offences in 2020/21 (**Paper: FLTQC 21/22 - 49**), noting that numbers remained relatively similar to previous years in all departments.

1950 – NSS Action Plans

The Committee noted the departmental NSS Action Plans following the 2020/21 survey results.

- HSS Summary (**Paper: FLTQC 21/22 – 50**)
- Economics (**Paper: FLTQC 21/22 – 51**)
- Education (**Paper: FLTQC 21/22 – 52**)
- Health (**Paper: FLTQC 21/22 – 53**)
- Politics, Languages and International Studies (**Paper: FLTQC 21/22 – 54**)
- Psychology (**Paper: FLTQC 21/22 – 55**)
- Social and Policy Sciences (**Paper: FLTQC 21/22 – 56**)

1951 – Transition Proposals for the final year of 2022/23 intake

The Committee noted the transition proposals submitted by Departments, and approved by the Chair:

- Economics (**Paper: FLTQC 21/22 – 57**)
- Education (**Paper: FLTQC 21/22 – 58**)
- Psychology (**Paper: FLTQC 21/22 – 60**)
- Social and Policy Sciences (**Paper: FLTQC 21/22 – 61**)

The Committee noted that the proposal for the Department of Politics, Languages and International Studies had recently been submitted and discussed with colleagues in Academic Registry as a result of the complexity of the many different degree programmes. They were awaiting advice should it be necessary to present more detail (**Paper: FLTQC 21/22 – 59**).

1952 – Unit and Programme Changes

In accordance with [QA4](#), the Committee considered proposals for unit and programme changes for implementation in 2022/23:

Department of Psychology

The Committee approved a proposal to suspend [PS30151 Psychology and neuroscience of blindness](#).

1953 – Future Scanning (Standing item)

There was no business to discuss under this item

1954 – Faculty Committees

The Committee noted that there were no Departmental LTQC minutes to note for this meeting.

1955 – University Committees

The Committee noted that there were no University committee minutes to note at this meeting.

Summary of Actions:

Action: The Chair will seek confirmation that details for all optional units are expected for CT Phase 3.

Action: Secretary to include alternative forms of assessment on the CT Steering Group agenda.

Action: Secretary to send an email to Directors of Teaching about the timelines for CT Phase 3.