

Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 14th June 2023 at 14.15, held hybrid (1 West North 3.09/Teams)

Present:

Dr Gail Forey (Chair), Associate Dean for Education
Dr Matteo de Tina, Director of Learning and Teaching, Department of Economics
Dr Aurelie Charles, Director of MRes Programmes
Mr James Fern, Director of Learning and Teaching, Department for Health
Dr Oliver Walton, Director of Learning and Teaching, Department of Social and Sciences

In Attendance:

Miss Sophia Ward, Assistant Registrar (Secretary)
Ms Jo Charles, Curriculum and Academic Staff Development Officer
Mr Chris Goff, Faculty Business Development Manager
Ms Emma Scrase, Programmes Manager

Apologies for absence were received from:

Mx Blake Walker, Students' Union Community Officer
Mr Zisis Tzifas Kratiras, Student Representative
Mr Jakub Sala, Student Representative
Dr Andreas Schaeffer, Director of Learning and Teaching, Department of Economics
Dr Florin Bisset, Deputy Director of UG Admissions and Outreach
Dr Lucy Noble, Director of Learning and Teaching, Department for Health
Prof Richard Joiner, Director of Learning and Teaching, Department of Psychology
Ms Elise Whittleton, Programmes Manager
Dr Karoline von Oppen, Director of Learning and Teaching, Department of Politics, Languages and International Studies

2060 – DECLARATION OF INTERESTS

No member declared any conflict of interest.

2061 - MINUTES

The committee approved the minutes of the meetings held on the following dates:

- 15th March 2023 (**Paper FHLTQC 22/23 – 100**)
- 19 April 2023 (**Paper FHLTQC 22/23 – 101**)

- 26 April 2023 (**Paper FHLTQC 22/23 – 102**)
- 24 May 2023 (**Paper FHLTQC 22/23 - 103**)

Whilst approving the minutes the committee thanked the professional services staff in the faculty and Centre for Learning and Teaching who have supported the development of CT documentation.

2062 – MATTERS ARISING AND ACTION UPDATES

- a) There were no matters arising from the minutes.
- b) The Committee received updates on Actions (Action Log: **Paper FHLTQC 22/23 – 104**)

2063 – CHAIR’S BUSINESS

- a) The Chair updated the committee on the recent faculty IMC panel meetings, members noted the importance of students submitting evidence with their claim and agreed to reiterate this with Directors of Studies who support claims.
- b) The committee noted that results release for finalist was on the 6th July.
- c) Members were reminded to engage with the timetabling team regarding 10% of the timetable being delivered online for next academic year.
- d) The Chair presented the committee with their initial proposal of faculty learning and teaching priorities following consultation with each DoT. Members agreed on the importance of facilitating pedagogical research in the faculty. It was noted that project specific and directed research could respond to faculty and department priorities, enable a more proactive approach to the enhancement of learning and teaching, and lead to clearly defined Teaching Development Funds. It was noted that members of staff had already volunteered to establish a Social Sciences Pedagogical Research Group. The committee also agreed on the importance of student welfare and wellbeing as a priority. It was agreed that members would discuss the priorities at DLTQCs and a further discussion would follow at the next meeting to engage with student representatives.

2064 – STUDENT BUSINESS

There was no student business to note.

2065 – Exam Arrangements AY 23/24

The committee discussed exam arrangements for future academic years, particularly the use of Inspira. The committee agreed that generally the use of Inspira leads to exams being open-book by default due to the absence of invigilation. It was acknowledged that there is appetite in some departments to explore whether invigilated on-campus Inspira exams could be possible in the future. It was noted that School of Management have trialled on-campus Inspira exams this academic year and students were required to bring their own device. However, departments preference would be to use computer labs on campus to remove the requirement for students to bring their own device. During discussion it was agreed that EQSC approval of the principles would be required, members agreed additional resource would be required as capacity amongst professional services staff in the faculty is limited. The committee agreed that the Director of Teaching for the Department for

Health would lead on drafting an initial proposal to outline the pedagogical reasons to consider on-campus Inspira exams in the Faculty; consideration of resource, space and feasibility would follow before approval by Registry and EQSC. During discussion the committee noted the flexibility of remote exams and members agreed that the supplementary 'like for like' policy causes difficulties for students who are expected to return to campus to complete supplementary exams in the Summer. It was agreed that the faculty would continue discussions and flag concerns about supplementary assessment at the first EQSC meeting of next academic year.

2066 – Curriculum Transformation

The committee noted updates on Curriculum Transformation (UG and PGT):

- a) DoTs should confirm with the Chair by the end of week regarding recruitment of CTPAs and allocation of funds on casual hours.
- b) DoTs should refer to the CLT spreadsheet and prioritise those units with more significant change, also consider members of staff attending workshops to enhance materials i.e. Mentimeter workshop.
- c) Approval of PGT course documentation is ongoing and support for PGT implementation will follow.
- d) Academic Registry are finalising CT data on SAMIS so final queries may increase over the coming months.

2067 – FUTURE SCANNING (Standing item)

The committee discussed chat GPT. Members congratulated James Fern and those involved in the BBC news piece on AI. It was noted that there is a workshop on the 12th July and James would circulate the invitation following the meeting. It was noted the code of practice on academic misconduct requires further work to provide guidance on AI and there are wider conversations regarding the equity of knowledge and accessibility to the software.

2068 – CHAIR'S ACTION

The Committee noted the following matters approved by Chair's action:

- **Department for Health:**
Change to assessment of HL30576
Noted removal of pre-requisites to support transition
Change to assessment of HL30554 (to align with previous non-CT unit design)
- **Department of Economics:**
Change to Course Learning Outcomes for BSc Economics and Mathematics
Suspension of Optional Unit ES30098
Change to the assessment pattern for the two following units from this academic year:
ES50119 Applied Financial Economics
ES50103 Quantitative Methods for economics
- **Department of Education:**
Correction to course change proposal approved by the FLTQC on 15 March 2023, to take effect in 2023/24 - PS30164 Social Action and Change should be an OPTION, not a compulsory unit, in Semester 2 of the final year.
- **Department of Social and Policy Sciences:**
Change to SP30306 International Development Dissertation Unit Learning

Outcomes for AY 22-23 only

MSc Public Policy – change to delivery of residentials

MSc Humanitarianism, Conflict and Development – update to course material to be clear Residential 2 is offered on a hybrid basis

- **Department for Politics, Languages and International Studies**

Suspension of Optional Units PL30384 – Modern Russian Cinema and PL30099 – Literature & Society in Modern Russia

Approval of the extension of the student exchange agreement with Universidad Carlos III de Madrid (UC3M), to include students on BSc International Management and Modern Languages (School of Management) PL51014 – change to semester of delivery

- **Skills Centre**

Approval of amendments to units delivered by the Skills Centre EL10697/EL10698/EL10699/EL10700/EL10701/EL10702
Suspension of unit EL10500

- **MRes**

Change to assessment of XX50218

- **Department of Psychology**

DClinPsy – a number of amendments to units to clarify delivery and align with professional standards, also a change to course level information which has been submitted to CPAC for final approval

2069 – FACULTY COMMITTEES

The Committee received the following Departmental LTQC minutes:

- Department of Economics, 04/23, 06/23 (**Paper FHLTQC 22/23 – 105a and 105b**)
- Department of Education, 05/23 (**Paper FHLTQC 22/23 – 106**)
- Department of Health, 03/23, 05/23 (**Paper FHLTQC 22/23 – 107a and 107b**)
- Department of Psychology, 05/23 (**Paper FHLTQC 22/23 – 108**)
- Department of Social and Policy Sciences, 04/23, 05/23 (**Paper FHLTQC 22/23 – 109**)

2070 – UNIVERSITY COMMITTEES

The Committee noted the minutes of the following University Committee:

- Student Experience Advisory Board, 04/23 (**Paper FHLTQC 22/23 – 110**)

2071 – ANY OTHER BUSINESS

The committee noted the following AOB:

- a) From next academic year Decision Time will now be used for FLTQC
- b) The CT Awards are on the 19th June
- c) The Faculty Summer Party is on the 13th July

The Chair thanked everyone for their hard work throughout the academic year.