

## **Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 16<sup>th</sup> March 2022 at 2.15pm held remotely via Teams**

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### **Present:**

Dr Nathalia Gjersoe, Associate Dean (Education) (Chair)  
Dr Andre Barrinha, Director of Learning and Teaching, Department of Politics,  
Languages and International Studies  
Dr Florin Bisset, Learning Partnerships Office  
Dr James Fern, Director of Learning and Teaching, Department for Health  
Dr Gail Forey, Director of Learning and Teaching, Department of Education  
Dr Lucy Noble, 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  
Mr Zisis Tzifaz Kratiras, Undergraduate Student  
Ms Mariya Guselnikova, Postgraduate Student  
Miss Rhea Menon, Undergraduate Student

### **In Attendance:**

Miss Suzanne Jacobs, Assistant Registrar (Secretary)  
Mr Chris Goff, Business Development Manager  
Ms Helen Lofkin, Marketing Manager  
Ms Amy Childe, Student Engagement Manager  
Dr Briony Frost, Curriculum Development Officer

### **Apologies for absence were received from:**

Dr Kerry Papps, MRes Programmes Director  
Ms M Clutterbuck, Learning Partnerships Office  
Miss Annie Willingham, Students' Union President

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## **1956 - Minutes of Previous Meetings**

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

- 9<sup>th</sup> February 2022 (**Paper: FHLTQC 21/22 - 62**)

## 1957 – Matters Arising

### a) Minute 1947: UG Curriculum Transformation: Optional Units

The Committee noted the following guidance in response to the request for clarification of what is expected for Phase 3:

*Information for all options currently envisaged is needed at Phase 3 approval (ie completed Annex 7 documents for all optional units). The FLTQC needs to have a full picture in order to come to a judgement particularly if a year comprises options in large part (which is likely to be the case in the final year). Having the unit detail will enable a committee to have a better understanding of:*

- *the range of units that the department wishes to offer*
- *the viability of that offer – in terms of staffing and delivering/timetabling it*
- *realistic and sustainable student choice*
- *course coherence - including content and skills development/assessment*
- *assessment patterns.*

The Committee noted that it is recognised that there may be changes in the future (without consent from students needed as we have not committed ourselves to these when advertising the course).

*Action:* Secretary to seek clarification if Annex 7 documents should also be included for optional units from other departments.

### b) Minute 1947: UG Curriculum Transformation: Alternative forms of assessment

The Committee noted that this would be covered in a later agenda item.

### c) Minute 1947: Timelines for UG Phase 3 CT have been confirmed as:

The Committee noted the following split of departments for the consideration of Phase 3 UG CT proposals:

14<sup>th</sup> June 2022 meeting:

SPS, Health and Economics **Submission deadline (ie all documents to be posted in the correct dept folder): 20 May**

17<sup>th</sup> June 2022 meeting:

PoLIS, Psychology and Education **Submission deadline (ie all documents to be posted in the correct dept folder): 20 May**

## 1958 - Chair's Business

### a) Education KPIs

The Committee noted that the document circulated (**Paper FHLTQC 21/22 - 63**) had

recently been discussed at the Education Board.

The Committee also noted that an additional document which set out the HSS data in relation to the Education KPIs had been shared with Directors of Teaching and Heads of Department. The Chair explained that the data will help in the drafting of the Faculty Education Strategy, which will need to align with the University-wide Education Plan.

The Committee noted that a PGT equivalent to the NSS is anticipated in the future. It was also noted that it is important to encourage PGT students to respond to the PTES as numbers have always been very low making it difficult to use the data.

A question was raised with regard to whether or not Distance Learning students are expected to complete PTES. It was noted that this has been raised in the past, alongside a suggestion that questions might be amended to be more relevant to this group of students. Dr Noble indicated that she would discuss further with the University's Student Engagement Manager.

## **1959 – Students' Business**

### Reading Weeks

The Committee noted that a request from the Students' Union that all students be given a Reading Week in both Semester 1 and Semester 2 had been discussed at the recent Education Board and it had been agreed that all Faculty LTQCs would be invited to discuss the briefing paper (**Paper FHLTQC 21/22 – 64**).

Members of the Committee discussed current arrangements in Departments in the Faculty, noting a variety of practice, and a variety of opinions with regard to whether or not a Reading Week is useful. The Committee noted that a Reading Week can be useful, for example, when timed before assessment deadlines in a semester. There were some concerns raised that a Reading Week may not be appropriate, or necessary, in Semester 2 (because of the Easter break), that when a Reading Week is scheduled it is important that students understand the academic purpose of it, and that the published contact time for units is not reduced as a result.

The Committee noted that in, for example, the Department of Social and Policy Sciences the timing of their Semester 1 and Semester 2 Reading Weeks is aligned with school half-term holidays in recognition of the fact that many students (and staff) have caring responsibilities.

The Chair explained that there may be stronger resistance to this request in other Faculties related in part to the difficulty in timetabling all required teaching elements without access to the full number of semester teaching weeks. The Chair suggested, however, that it might be appropriate to see if it would be possible to agree a common approach in this Faculty. Members agreed that, if possible, it would be useful for all Departments to agree to the scheduling of a Reading Week in the same week of a Semester.

The Committee agreed to discuss the following questions at Department Learning Teaching and Quality Committees so that Chairs could report back on these

discussions to the next meeting of this Committee (on 4<sup>th</sup> May):

- Should all UG and PGT programmes schedule a reading week in Semester 1?
- Should all UG and PGT programmes schedule a reading week in Semester 2?
- If a reading week is to be scheduled should this be the same week for all students across the Faculty?

*Action:* DoTs to take discuss reading weeks at their next DLTQCs, to report back to the FLTQC on 4<sup>th</sup> May 2022.

## 1960 – Undergraduate Curriculum Transformation

A question was raised in relation to a recent email communication which implied that for all programme information for 2022/23 onwards the use of the generic term 'coursework' is no longer permitted and that this must be replaced with the terms listed in the recently approved Assessment Taxonomy. Members of the Committee felt that it was important that information provided for course applicants on the web remained relatively generic, so as not to create hostages to fortune.

A question relating to the status of the Assessment Taxonomy document, in particular in relation to the Phase 3 CT proposals for units, was discussed. The Chair agreed to seek clarification on this.

*Action:* Chair to seek clarification regarding the status of the Assessment Taxonomy for CT Phase 3 assessment information.

A desire to continue to be able to describe assessed coursework using this generic term was expressed by a number of members of the Committee, noting that this provides an opportunity for the exact nature of assessments to be amended/specified without the need for formal approval via the usual QA4 procedures.

## 1961 – Future Scanning (Standing item)

The Committee noted that there was nothing to discuss at this meeting.

## 1962 – Agreement Renewals

The Committee considered and approved the proposed renewal of the Institutional Agreement with the Royal Academy of Dance and the renewal of the **Validated** Programme Agreements (**Paper FHLTQC 21/22 – 65**) for:

- BA (Hons) Ballet Education
- BA (Hons) Dance Education
- Postgraduate Certificate in Education with QTS: Dance Teaching
- MA in Education (Dance Teaching)

The Committee noted that the proposals had been approved by Academic

programmes Committee. The Committee noted that these validated programmes do not comply with the University of Bath credit system and will not be involved in Curriculum Transformation.

## 1963 - Alternative Forms of Assessment

The Committee noted that the Department of Education had been considering appropriate alternatives to the traditional Dissertation when discussing CT proposals and that they would welcome sharing ideas with others.

Dr Frost invited all Directors of Teaching to talk to her about any ideas they may have or questions they have in relation to alternatives which may be appropriate to consider. She explained that she and other colleagues in the CLT would be able to provide examples from others in the sector and would be able to provide guidance on designing alternative assessments, how to ensure that learning outcomes could be met and how to ensure equitable assessment for students who undertake different forms of assessment.

*Action:* Directors of Teaching to contact Dr Frost with ideas or questions relating to alternative assessments.

The Committee noted that there are already some examples of alternatives to Dissertations at taught postgraduate level (Practice Track, Practicum).

*Action:* Dr Frost will provide links to the existing CLT resources relating to alternative assessments.

*Action:* Alternative assessments to be discussed further at the next CT Steering group meeting.

## 1964 – QQA6 Placement Learning

The Committee noted the proposed changes to QA6, as requested by EQSC (**Paper FHLTQC 21/22 – 66**).

The Committee noted that most of the updates were to bring the document up to date. The Committee agreed that the proposed revised wording around the placement visit to say that normally a student would have an in-person visit (but that a virtual visit may be appropriate in certain exceptional circumstances) seemed appropriate. It was, however, suggested that it should be more clearly stated where the responsibility for the decision that a visit cannot take place in-person would lie.

It was also suggested that the section 4.4 could more usefully state that if a student does not meet the minimum requirement of 15 weeks on placement they would be deemed to have failed the placement.

A further suggestion was made that section 8.5 should more explicitly indicate with whom a student is expected to agree their objectives.

## 1965 – Unit and Programme Changes

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

### Department of Economics

New final year unit to be introduced with effect from 2022/23: Technological Change and Sustainability (to be included in all Economics programmes as an option).

## 1966 – Faculty Committees

The Committee received the following committee minutes:

- Department for Health LTQC, 26.1.22 (**Paper FHLTQC 21/22 - 67**).
- Department for Health LTQC, 16.2.22 (**Paper FHLTQC 21/22 - 68**)
- Department of Economics LTQC, 15.12.21 (**Paper FHLTQC 21/22 - 69**)
- Department of Economics LTQC, 23.02.22 (**Paper FHLTQC 21/22 - 70**)
- Department of Social and Policy Sciences LTQC, 8.12.21 (**Paper FHLTQC 21/22 - 71**)
- Department of Social and Policy Sciences LTQC, 9.02.22 (**Paper FHLTQC 21/22 - 72**)
- Department of Politics, Languages and International Studies, LTQC, 15.12.21 (**Paper FHLTQC 21/22 - 73**)
- Department of Politics, Languages and International Studies, LTQC, 12.01.22 (**Paper FHLTQC 21/22 - 74**)
- Department of Psychology, LTQC, 2.02.22 (**Paper FHLTQC 21/22 - 75**)
- Department of Psychology, LTQC, 2.03.22 (**Paper FHLTQC 21/22 - 76**)

## 1967 – University Committees

The Committee noted the following University Committee minutes:

- Education, Quality and Standards Committee, 21.01.22 (**Paper FHLTQC 21/22 - 77**)
- Education Board, 27.01.22 (**FHLTQC 21/22 - 78**)

### Summary of Actions:

*Action:* Secretary to seek clarification if Annex 7 documents should also be included for optional units from other departments.

*Action:* DoTs to take discuss reading weeks at their next DLTQCs, to report back to the FLTQC on 4<sup>th</sup> May 2022.

*Action:* Chair to seek clarification regarding the status of the Assessment Taxonomy for CT Phase 3 assessment information.

*Action:* Directors of Teaching to contact Dr Frost with ideas or questions relating to alternative assessments.

*Action:* Dr Frost will provide links to the existing CLT resources relating to alternative assessments.

*Action:* Alternative assessments to be discussed further at the next CT Steering group meeting.