

Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 19th January 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
Ms Maria Clutterbuck, Learning Partnerships Office
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

In Attendance:

Miss Suzanne Jacobs, Assistant Registrar (Secretary)
Mr Chris Goff, Business Development Manager
Mrs Elise Whittleton, Programmes Manager

Apologies for absence were received from:

Dr Florin Bisset, Head of Learning Partnerships
Dr James Fern, Director of Learning and Teaching, Department for Health
Miss Annie Willingham, Students' Union President
Mr Zisis Tzifaz Kratiras, Undergraduate Student
Miss Rhea Menon, Undergraduate Student

1927 - Minutes of Previous Meetings

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

- 15th December 2021 (**Paper: FHLTQC 21/22 - 27**)

1928 – Matters Arising

- a) Minute 1918: procedure for approving changes to final year of existing degree programmes for 2022/23 cohorts:

The Committee noted that guidance has been circulated to Directors of Teaching (with a deadline of 17.1.22) (**Paper: FHLTQC 21/22 – 28**).

b) Minute 1919 c) Semester 2 examinations

The Committee noted the process and request template for invigilated examinations to take place on campus in Semester 2 (**Paper FHLTQC 21/22 – 29**).

The Committee noted that PoLIS had submitted a request for some PGT interpreting examinations and final year undergraduate language examinations to be held in person on campus.

Dr Schaeffer commented that should the School of Management and the Department of Mathematics plan to hold in-person examinations this will have an impact on Economics students, who will need to remain in Bath for these examinations. He confirmed that there was no intention to schedule Economics examinations in-person. The Committee noted that no other Department in the Faculty planned to hold in-person examinations this year.

c) Minute 1921: Unit and Programme changes

- 1) Department of Social and Policy Sciences – the Committee noted that change requests to add approved new unit (Urban Worlds: Cities, Citizens and Society) to programmes are yet to be submitted for approval.
- 2) Department of Psychology – the Committee noted that change requests to add approved new unit (Genetic Psychology) to programmes are yet to be submitted for approval.

Members of the Committee expressed frustration with CMIS, noting that it is often impossible to enter text into Change Requests and Unit Descriptions even when trying to do so via all of the web browsers available. It was also noted that the process for adding an optional unit to multiple variants of a programme is extremely time-consuming, even without the technical hitches. It was suggested that if the Committee has approved a new unit and that the intention is to add it to appropriate programmes it should not be necessary to raise separate Change Requests to add the unit to every programme variant on which it is intended it should be available to students. The Secretary agreed to explore if there are any alternative workarounds for this but could not promise that there would be.

Action – Secretary to explore alternative for addition of optional units to programme variants in CMIS.

1929 - Chair's Business

a) Semester 1 Examinations:

The Chair explained that some students had experienced issues with submissions for fixed time examinations this week which meant that their submissions were not being received by the deadline. The difficulties appeared to mostly relate to students

not leaving sufficient time within the additional extra time allocated for submission to ensure that their examination loaded in time. This had been a particular issue for some School of Management examinations where students had to create a single pdf from a Word and an Excel document before submission. It was noted that a setting in Inspira had been changed so that a student submission would not be cut-off part way through the upload if they had started the submission before the deadline.

The Committee noted that the AD-E should be asked to approve submissions where there is evidence there has been no change outside of the 15-minute period after the deadline. In cases where a student's submission is rejected, the student should be advised to submit an IMC claim.

It was also noted that late submission or non-submissions of examinations set outside of the Faculty would be considered by the relevant AD-E and the decision communicated to the student and their Director of Studies.

The Committee noted some students who have written examination answers in Word and then tried to copy and paste into Inspira had experienced difficulties. The Chair agreed to double-check with Inspira Support whether it should be possible to do this or not.

Action – Chair to investigate if it should be possible to copy and paste from a Word document into an examination paper in Inspira.

[Secretary's note: it has been confirmed after the meeting that students can copy and paste from a Word document into their Inspira examination paper but must leave sufficient time to be able to complete this before the deadline.]

b) NSS Actions Plans

The Chair thanked the Directors of Teaching for their reports and action plans in response to the 2020/21 NSS. She explained that she had submitted a summary report for consideration by University Executive Board this week.

It was agreed that the departmental action plans should be included on the agenda of the next meeting for discussion and sharing of good practice.

Action – Secretary to include NSS Action plans on agenda for next meeting.

1930 – Students' Business

There was no student business to discuss as there were no students present at the meeting.

1931 – Student Wellbeing Engagement Monitoring in Semester 2

Mrs Whittleton reported that Directors of Teaching have been provided with the information about a new Power BI report which has been developed for the monitoring of undergraduate student engagement in Semester 2. The Committee

noted that the report will pull together different data than in the past to show the total number of engagements by a student over a 7, 14 or 21-day period.

The Committee noted that access has been limited to a restricted number of named administrators who will need to agree with the Directors of Studies when to download data into a report and to pass on for review and action.

1932 – Placement Assessment

The Chair explained that she had met with Placement Unit Convenors to discuss the proposed reduction in word count for POLO assessments. Directors of Teaching were asked to check with decisions for their department and to ensure that information to students is clear. It was noted that for the current academic year, it may be preferable to state a minimum word count of 1,000 (so effectively between 1,000 and 2,000 words), rather than changing to a maximum of 1,000 words part way through the academic year.

Action – Directors of Teaching to consult with Placement Unit Convenors on student communications relating to any change in POLO word limits this year.

1933 – Undergraduate Curriculum Transformation

The Committee noted that the University Education, Quality and Standards Committee would be considering proposals for Phase 3 templates and timings at its meeting on Friday of this week and that it was anticipated that final details would be circulated early next week.

It was suggested that for the future, it would be preferable to be able to use a spreadsheet rather than a table in a Word document (for eg Annex 4 Course structure). The Secretary agreed to communicate this to Academic Registry colleagues.

Action – Secretary to ask Academic Registry if in the future course structures etc could be presented as excel documents, rather than in tables within Word documents.

1934 – Postgraduate Curriculum Transformation

The Committee noted the guidance on Phase 2/3 for taught postgraduate programmes (**Paper FHLTQC 21/22 – 30**).

It was also noted that the launch of transformed PGT programmes in the Faculty would be 2024/25. It was noted, however, that those departments with interdependencies in the School of Management will need to discuss implications with them of their planned 2023/24 CT launch.

It was also noted that meetings with Academic Registry to discuss the approach for the presentation of partners' contributions to the MA Contemporary European Politics: Politics, Policy and Society (Euromasters) and a meeting to discuss transition arrangements for the part-time MA Education are likely to be useful.

1935 – Unit and Programme Changes

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

Department of Politics, Languages and International Studies

- a) The Committee approved a proposal for a new final year undergraduate unit: Technology and Politics: Disruption, Regulation, Misinformation (Paper FHLTQC 21/22 – 31: [proposal in CMIS](#)).
- b) The Committee approved a proposal for a new final year undergraduate unit: Identity and Cultures in Postcolonial Italy (Paper FHLTQC 21/22—32: [proposal in CMIS](#)).

A query was raised in relation to the proposal for two assessment items with a weighting of 33% and 67%. Dr Barrinha confirmed that this was in line with other 6 credit final year units in the Department. The Committee noted that the date at which DLTQC approved the proposal needed to be added.

- c) The Committee approved a proposal for a new final year undergraduate unit: The Domestic and International Politics of Latin America in the 21st Century (Paper FHLTQC 21/22 – 33: [proposal in CMIS](#)) subject to a number of minor corrections being made.
- d) The Committee approved a proposal for the withdrawal (not suspension as originally proposed) of PL50352 Working for EU Institutions and UN. (Paper FHLTQC 21/22 – 34: [proposal in CMIS](#)).

1936 – Annual Monitoring Reports for 2020/21

In accordance with [QA51](#), the Committee considered Annual Monitoring Reports for the following validated programmes. Mrs Clutterbuck reminded the Committee that as validated programmes, they must have an academic home at the University of Bath and that the link between the RAD and the Department is through the role of the Link Academic Advisor.

a) Department for Health/Learning Partnerships

The Committee noted that these reports had all been considered by the Department for Health Learning, Teaching and Quality Committee on 8.12.21.

Royal Academy of Dance

- BA Dance Education (**Paper FHLTQC 21/22—35**)

The Committee noted that there had been challenges around Covid 19 but that these had been appropriately managed. It was also noted that it had been possible to maintain recruitment in line the target, that NSS outcomes were positive for 2019/20

and that External examiner comments were positive, in particular with regard to the level of detailed feedback to students.

- MA Education (Dance Teaching) (**Paper FHLTQC 21/22—36**)

The Committee commended this positive report, noting that recruitment had been reasonable, and that NSS results and External Examiner comments were positive.

- PGCE (Dance Teaching) (**Paper FHLTQC 21/22—37**)

The Committee noted this positive report.

- BA Ballet Education (**Paper FHLTQC 21/22—38**)

The Committee noted in particular that the NSS scores for this course were above the benchmark. It was also noted that 97% of the students are female. Mrs Clutterbuck confirmed that the Royal Academic of Dance are trying to address this.

Action on Addiction

- FdSc Addictions Counselling and BSc (Hons) Addictions Counselling (Work Based Learning) (**Paper FHLTQC 21/22—39**)

The Committee noted that the programme is being taught out, with the 2021/22 cohort being the last year for the Honours degree. It was also noted that comments from the External Examiner on the range of assessments used, the practice and reflective focus of assessment and the quality of marking were very positive.

b) Department of Economics (in partnership with Wiley)

The Committee noted that this report had been considered by the Department of Economics Learning, Teaching and Quality Committee on 15.12.21.

- MSc Applied Economics (Banking and Financial Markets) (**Paper FHLTQC 21/22—40**)

The Committee noted that this report pulled together the data and statistics relating to the programme but that there was limited analysis of these and there was no action plan included. It was noted also that there was no reference to any External Examiner comments in the report.

Mrs Clutterbuck noted that there are plans to review the format and content of the report for this kind of partnership programme.

The Committee noted that points from unit evaluation had been taken on board and action taken.

A question was raised as to whether an SSLC is the most appropriate means of engaging with students for this type of programme. Dr Schaeffer suggested that this was a common issue for other taught postgraduate programmes also.

The Committee noted that this is a very successful programme with c180 students. It

was also noted that there were some initial hiccups in delivery, particularly in relation to Statistics and Mathematics as a consequence of the very different academic backgrounds of students. It was noted that appropriate changes had been made to address this.

1937 – Stage 2 New Programme Proposal

The Committee considered, in accordance with [QA3](#) (paragraph 6.6), a proposal for the establishment of a new taught postgraduate programme by the Department of Mathematics. It was noted that the proposal includes collaboration with the Department for Health and the Department of Psychology through the appointment of Dissertation co-supervisors) (**Paper FHLTQC 21/22 – 41**). The Committee also noted that the proposal would be considered by the ‘home’ Faculty of Science Learning Teaching and Quality Committee on the same day.

- MSc Data Science & Statistics (Health)
- MSc Data Science & Statistics (Health) & year-long placement
- Postgraduate Diploma Data Science & Statistics (Health)
- Postgraduate Certificate Data Science & Statistics (Health)

The Committee noted that the proposed programme was based on the adaptation of an existing MSc model with the introduction of Health as a focus.

The Committee noted that the Heads of Department for Health and the Department of Psychology had confirmed that they had been consulted and supported the proposal that Dissertation co-supervisors may be appointed from within their Departments. It was noted that while the proposed Dissertation Unit Description indicated a 20% share of the supervision for each of the HSS Departments, the actual number of possible supervisors may depend on the availability of staff to take on the additional responsibility on top of their workload allocation for the year. It was suggested that this may represent a risk for the programme in the future if the Department of Psychology and the Department for Health were unable to provide the number of Dissertation supervisors needed.

It was also noted that Dr Gillison had suggested that it might be helpful if the proposal more explicitly stated that staff in the Department for Health and the Department of Psychology would provide the dataset and support from a contextual perspective, while the Department of Mathematical Sciences would provide support for the mathematical analysis for Dissertations.

The Committee supported the proposal.

1938 – Future Scanning (Standing item)

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

1939 – Unit and Programme Matters Approved by Chair’s Action

The Committee noted that the Chair had approved revised Stage 2 proposal

documents for the MSc Clinical Associate Psychology (children and Young People) and MSc Clinical Associate Psychology (Adult) Degree Apprenticeship, including changes to the proposed structure and the creation of the following new 15 credit units:

- Clinical Practice Unit – children and young people
- Clinical Practice Unit – Adults
- Clinical Psychology Practice for Children and Young People
- Clinical and Health Psychology for Children and Young People

1940 – Faculty Committees

The Committee received the following committee minutes:

- Department of Education Learning, Teaching and Quality Committee: 24.11.21 (**Paper FHLTQC 21/22 - 42**)
- Department of Politics, Languages and International Studies Learning, Teaching and Quality Committee: 2.11.20, 18.1.21, 24.2.21, 14.4.21, 29.9.21, 27.10.21, 3.11.21 and 17.11.21 (**Paper FHLTQC 21/22 – 43**)
- Department of Psychology Learning Teaching and Quality Committee: 11.11.20. 16.12.20. 19.5.21, 20.7.21, 6.10.21 and 17.11.21 (**Paper FHLTQC 21/22 – 44**).
- Department for Health Learning, Teaching and Quality Committee, 8.12.21 (**Paper FHLTQC 21/22 – 45**).

1941 – University Committees

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

Summary of Actions:

Action – Secretary to explore alternative for addition of optional units to programme variants in CMIS.

Action – Chair to investigate if it should be possible to copy and paste from a Word document into an examination paper in Inspira.

Action – Secretary to include NSS Action plans on agenda for next meeting.

Action – Directors of Teaching to consult with Placement Unit Convenors on student communications relating to any change in POLO word limits this year.