

Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 19th October 2022 at 14.15, held remotely via Teams

Present:

Dr Nathalia Gjersoe, Associate Dean (Education) (Chair)
Dr Florin Bisset, Deputy Director of UG Admissions and Outreach (from 15.00 – 15.20)
Dr Aurelie Charles, Director of MRes Programmes
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 Oliver Walton, Director of Learning and Teaching, Department of Social and Policy Sciences
Dr Andreas Schaeffer, Director of Learning and Teaching, Department of Economics
Dr Matteo de Tina, Director of Learning and Teaching, Department of Economics
Dr Karoline von Oppen, Director of Learning and Teaching, Department of Politics, Languages and International Studies

In Attendance:

Miss Suzanne Jacobs, Assistant Registrar (Secretary)
Dr Maria Garcia, Head of Department of Politics, Languages and International Studies (from 14.15 – 14.20)
Mrs Helen Lofkin, Marketing Manager
Mrs Anna McGilbert, Programmes Manager
Dr Simona Montagnana, Director of Studies for MSc Applied Economics (Banking and Financial Markets, from 15.00 – 15.20)
Ms Annika Theilgaard, Student Engagement Manager
Mrs Elise Whittleton, Programmes Manager

Apologies for absence were received from:

There were no apologies for absence

1982 – WELCOME

The Chair welcomed Dr Charles, Dr de Tina, Dr von Oppen and Dr Walton to the Committee.

1983 – TERMS OF REFERENCE

The Committee noted and reviewed the Terms of Reference and membership of the Committee (**Paper: FHLTQC 22/23 – 01**). The Committee did not wish to propose any changes. It was noted, however, that there are some aspects of the Terms of Reference which currently remain paused during this academic year, related to Curriculum Transformation activities.

1984 – COMMITTEE WORK PLAN FOR 2022/23

The Committee considered a draft work plan for the year (based on the current Terms of Reference), (**Paper: FHLTQC 22/23 – 02**). It was noted that it is difficult to plan exactly when business under the majority of categories will be submitted for consideration by the Committee. Members were invited to let the Secretary have details of any plans they have for the submission of committee business so that this can be added to the Work Plan.

Action: All to provide the Secretary with details of items for business to include in the Work Plan for 2022/23.

1985 - DELEGATION

The Committee approved the delegation of authority to Department Learning, Teaching and Quality Committees to approve minor changes to units and programmes. (As previously agreed, all intermediate unit and programme changes will be presented for approval by this Committee).

1986 - MINUTES

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

- 4th May 2022 (**Paper: FHLTQC 22/23 - 03**)
- 14th June 2022 (**Paper: FHLTQC 22/23 - 04**)
- 17th June 2022 (**Paper: FHLTQC 22/23 - 05**)

There were no matters arising.

1987 – CHAIR'S BUSINESS

- a) The Chair thanked the Directors of Teaching for their nominations for [CPAC membership](#).
- b) The Committee noted that the PVC Education and the Chair will soon be meeting with some departments to discuss the [TEF](#) requirements and [PTES](#) responses.
- c) The Chair reported that there will be a new penalty system implemented during this academic year for [late Inspira exam submissions](#). Full details will be shared as soon as they are available.
- d) The Chair reported that at a recent Board of Studies it was suggested that better central [training for Graduate Teaching Assistants](#) would be helpful. Directors of Teaching are invited to indicate what they believe would be helpful, for example, should this be at University or Faculty level, or is it most

appropriate for this to be provided at department-level. It was agreed that this will be included on the next CT Steering Group meeting agenda.

Action: Secretary to CT Steering Group to include GTA training on the next meeting agenda.

- e) The Committee noted that the PVC (Student Experience) had recently reminded staff that it is important to record details of meetings with students in [Student Notes in SAMIS](#). The Directors of Teaching confirmed that in most cases in their Departments staff use Student Notes, or are at least encouraged to do so. The Chair confirmed that unless there is an easily accessed alternative way of recording meetings with students it is important that records are kept in Student Notes.
- f) The Chair indicated that the proposed HSS [On-line Unit Evaluation \(OUE\)](#) dates this year are: Semester 1: 26th November -14th December and Semester 2: 15th April – 3rd May. Members of the Committee suggested that in some cases a longer and later time-frame might be helpful (so that students are invited to provide feedback after they have completed assessments). It was also noted that completion rates continue to be low and therefore that useful data is often not available. It was noted that in many cases lecturers invite students to complete their evaluation at the end of the last lecture of a unit but that even this does not always prompt a higher response rate. It was suggested that leaving the OUE window open over the vacation period might encourage more students to respond.
- Action:** The Chair to discuss the suggestion that the OUE window is left open over the vacation period with the Working Group.

The Committee noted that currently a Unit Convenor cannot send an email to students with a direct link to the Unit Evaluation for their unit but that if this were possible, it might help with the completion rate.

g) [Taught Postgraduate Curriculum Transformation](#)

The Committee noted that guidance for the approval of Phase 2/3 proposals during this year has been circulated via email to Directors of Teaching and is also available [here](#). Word templates are also available in the [FLTQC HSS Teams Space](#).

It was also noted that two additional meetings will be scheduled to take place on the afternoons of the 19th and 26th April. It was also noted that the split across departments is yet to be finalised, although the deadlines for the completion of all department-approved paperwork will be the same for both (the 30th March 2023).

Members of the Committee agreed that it was their intention to complete Phase 2 and 3 together for all PGT CT course proposals.

The Chair explained that CT Teams would need to liaise with the Faculty Marketing Team before submitting their proposals for approval. Mrs Lofkin explained that she intended to undertake a test review and will then be in

contact with CT teams to give guidance on the drafting of marketing content in January. Directors of Teaching were asked to consider how they will manage this at department level and to inform the Chair of any potential risks.

Action: DoTs to inform ADE if they anticipate any issues relating to liaison with Marketing in January.

The Chair reminded the Committee that all assessment details must be submitted in line with the [Assessment Taxonomy](#). It was also noted that this is applicable to all existing courses developed in the past few years.

The Committee noted that while new courses may have been developed with CT principles in mind, there may be elements of Phase 1 which were not fully covered in the new course proposal process. It was suggested that completing a rationale and assessment strategy for courses which have been introduced in the past 5 years might not be necessary. The Chair agree to discuss this with Academic Registry colleagues.

Action: Chair to seek guidance on whether course rationale and assessment strategy is needed for Masters courses introduced in the past 5 years.

The Committee noted that substantial changes, or the creation of a new award, may need to be proposed for approval alongside the CT work for the following:

- MSc Applied Forensic Psychology and Counselling (BPS).
- MA Education.
- MA International Education and Globalisation.
- MRes courses
- Economics MSc courses.

The Directors of Teaching were asked to submit completed QA-CT Form A (Notification of Revisions to Phase 1 Plans) to the Associate Dean (Education) by 1st November.

Action: DoTs to submit completed QACT-Form A to notify changes to Phase 1 Plans for relevant courses to the Associate Dean (Education) by 1st November.

It was also noted that the usual QA3 and QA4 procedures will need to be followed in relation to the above and that an initial consideration of these proposals should be presented for discussion at the next meeting of the Faculty Strategic Programmes Committee (FSPC – date to be confirmed).

Action: Psychology, Education, Economics and MRes PPC to present a brief outline of major changes and new programme proposals being considered alongside CT work as soon as possible for discussion at FSPC.

The Committee also noted that any requests for exemption from the Academic Framework must be submitted for consideration to the Associate Dean (Education) by the 1st November so that these can be forwarded for consideration at EQSC.

Action: DoTs to submit details of academic framework exemption requests to the ADE by 1st November.

h) Peer review of teaching activities (QA9)

Directors of Teaching were reminded that QA9 suggests that peer review of teaching may be useful and when there are areas raised where discussion would be useful these should be referred to FLTQC.

i) Addressing Low On-line unit evaluation scores (QA51)

In response to a request from the Chair, Directors of Teaching explained how low unit evaluation scores were addressed in their Departments.

- Psychology: a meeting is held to discuss all units with 3.5 scores overall which is followed by a meeting with the individual Unit Convenors to discuss. It was noted that a Unit Convenor would usually be buddied up with someone who gets higher evaluation scores. It was also noted that support staff in Psychology set up the Unit Evaluations so they provide the results to the Director of Teaching and Directors of Studies.
Action: Secretary to investigate with Taught Programmes Team what reporting is possible.
- PoLIS: a report is discussed with SSLC which details where there may have been issues, and what action is being taken. Dr von Oppen explained that she had been able to obtain an Excel summary document of evaluation scores and suggest that this should be provided automatically to Heads of Department, for example, so that they can be shared with students.
- Health: The Directors of Studies collate the Unit Convenor reports into a summary report and send this to Directors of Teaching, so that they can discuss and share positive practice. 3.5 is the threshold for a low score consideration. A report is also submitted to SSLC for discussion.
- SPS: Head of Department and DoT meet and discuss with any Unit Convenor with a low score so that they discuss appropriate action to take.
- Economics: it was noted that it can sometimes be difficult to close the loop but that it is important to do so as students read the reports, particularly when they are considering optional units. It is important for the UC to indicate what changes they may make or why they do not plan to.
- Education: The DoT explained that she does not currently see the results of unit evaluations but that she has worked with staff when they have asked for help following a low result.

1988 – STUDENT BUSINESS

The Committee noted that Student representatives are yet to be confirmed for 2022/23.

1989 – PTES DATA

The Chair congratulated Health for their PTES outcome. It was noted that it might be necessary to revisit this matter when a template for the annual monitoring of PTES data has been provided.

1990 – DEGREE SCHEME REVIEW

The Committee considered the report and action plan of the Degree Scheme Review

for the **Doctorate in Policy Research and Practice** (in accordance with [QA13](#)),
(Paper: FHLTQC 22/23 - 06).

The Committee noted that it might have been useful for the Director of Studies to have been invited to the meeting for this agenda item. It was, therefore agreed that the comments and questions raised in discussion would be forwarded to Prof Copestake and the Chair would finally confirm the Committee consideration of the DSR after the meeting.

The Committee noted that the course had an innovative model and that it had attracted some high calibre students. It was suggested that it would have been interesting to also see details of the number of applications received over the review period.

The Committee noted that the consideration of any proposal to change the fee would need to be made to the appropriate University-level Committee.

With regard to the suggested introduction of a short research report to be included in the Admissions requirements, noting the additional workload this would create, a question was raised over whether this is necessary.

Are the inputs from all of the academic departments (Social and Policy Sciences, PoLIS, Health, Education and School of Management) factored into the cost of the course?

The recommendation to increase marketing to attract higher quality students appears to conflict with the suggestion that there should be greater marketing to specific demographic groups which would yield lower quality applicants.

Action: Secretary to forward the draft minute to the Director of Studies for the Doctorate in Policy Research and Practice for comment prior to the Chair signing off this agenda item.

[Post meeting note: the Director of Studies provided the following response to the question above about costs: 'The main costs are staff time, and these are recorded in appropriate workload models via SAMIS and WAMS. The Faculty Finance Office then applies a periodically adjusted formula to distribute fee income to reflect this distribution of cost.' The Chair signed off the DSR Action Plan noting that the proposal to make any changes to fees were not the responsibility of the FLTQC and would need to be proposed formally for approval via the usual procedures for fee approval.]

1991 – ANNUAL MONITORING REPORT

Department of Economics and Learning Partnerships Office

The Committee considered an Annual Monitoring Report for 2021/22 for the **MSc Applied Economics (Banking and Financial Markets)** (in accordance with [QA51](#)),
(Paper: FHLTQC 22/23 – 07).

Dr Simona Montagnana, Director of Studies attended the meeting for this item of business. The Committee noted that there are three intakes of students per year,

that there are 285 students currently, with 137 of these being active and the others having suspended their studies for a period of time. Dr Montagnana explained that the course is going well, being in its third year. She also explained that the teaching team have started to revise units based on unit evaluations, which are generally quite good. The Committee noted that there is a very diverse range of students many in full-time work and with family commitments and this leads to them seeking study breaks.

The Committee noted that the attrition of students tends to be between the first and second units when students understand that the course is not right for them.

In response to a question about low unit evaluations and teaching workload, Dr Montagnana explained that in 2021 weekly webinars were introduced but following the rise in student numbers it was not possible to continue to offer these. This led to some negative feedback. Dr Montagnana confirmed that students can continue to access staff via office hours.

The Committee noted that the traditional in-person SSLC model does not work for an 100% on-line part-time course such as this. For this reason, ULTQC had agreed a model through which SSLC feedback periods are held three times a year in the programme hub for each course and the discussion threads are similar to those which are covered at other campus-based SSLCs. The LPO team and the Directors of Studies monitor the discussions and seek answers to points raised during the week. This is the approved model used for all 100% on-line courses in partnership with Wiley. It was noted, however, that when students have been on a course for several years their participation in the feedback opportunities reduces.

Dr Forey suggested that Dr Montagnana may wish to discuss with Dr MariCarmen Gil Ortega, Director of Studies for the Distance-Learning MA in Education, to explore their SSLC model developed for this course.

The Committee noted that the Annual Monitoring Report will be submitted by the LPO to EQSC for consideration.

1992 – TAUGHT POSTGRADUATE PROGRAMME REVIEW

Department of Politics, Languages and International Studies

The Committee noted that the Academic Programmes Committee and the Courses and Partnership Approvals Committee had suggested when approving an agreement with a new partner that the Committee should consider the sustainability in the membership of the Consortium of partners for the **MA Contemporary European Studies: Politics, Policy and Society** (AKA Euromasters). (**Paper: FHLTQC 22/23 – 08**).

Dr Maria Garcia attended the meeting for this item and confirmed the following:

- The programme has a very stable and committed core that has remained the same for over 25 years (UNC, Humboldt, Bath, Siena). Given the length of time, it is not so unusual that some changes in Consortium membership have occurred over time, as Departments change over time.
- The change in French partner came about due to a Faculty restructuring in

Paris with new Departments and programmes being created and a lot of complex internal politics.

- Complutense Madrid was a victim of the highly politicised nature of that University.
- Salamanca is a less politicised university. We will be partnering with the Faculty of Law, which also tends to be less politicised. Salamanca is very well set up for receiving international students, so this should be a successful and long-term partnership.
- Prague withdrew due to financial constraints at their end affecting their ability to offer English language tuition.
- To ensure the long-term sustainability, all partners now offer classes that are part of their standard MA offer- as opposed to new classes that require additional staff, and we curate a rich multidisciplinary curriculum from these.
- It is a testament to the strength of the brand and programme that there are always new high-quality partners willing to join the Consortium.

Action: The Secretary to forward to APC and CPAC.

1993 – FUTURE SCANNING (Standing item)

There were no items to discuss under this heading.

1994 – FACULTY COMMITTEES

The Committee received the following Departmental LTQC minutes:

- Department of Economics, 16.3.22, 18.5.22 and 8.6.22 (**Paper: FHLTQC 22/23 - 09**)
- Department of Education, 17.3.22 and 10.5.22 (**Paper: FHLTQC 22/23 - 10**)
- Department for Health, 11.5.22 and 24.6.22 (**Paper: FHLTQC 22/23 - 11**)
- Department of Politics, Languages and Society, 9.3.22, 13.4.22 and 18.5.22 (**Paper: FHLTQC 22/23 - 12**)
- Department of Psychology, 27.4.22 and 1.6.22 (**Paper: FHLTQC 22/23 - 13**)
- Department of Social and Policy Sciences, 2.3.22, 8.4.22 and 4.5.22 (**Paper: FHLTQC 22/23 - 14**)

1995 – UNIVERSITY COMMITTEES

The Committee noted the minutes of the following University Committees:

- Education Board, 9.5.22, 4.7.22 and 12.9.22 (**Paper: FHLTQC 22/23 - 15**)
- Education, Quality and Standards Committee, 27.9.22 (**Paper: FHLTQC 22/23 - 16**)
- Academic Programmes Committee, 25.5.22 (**Paper: FHLTQC 22/23 - 17**)

1996 – MATTERS APPROVED BY CHAIR'S ACTION

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

- Withdrawal of ES50107 Computational Economics
- Suspension of ES50124 Public Finance
- Suspension of ED30497 Place and Space and Education

- Change of semester of delivery for HL50605 Sport Leadership and Athlete Management
- Suspension of PL30891 European Film
- Change to assessment of HL50606 Sport Management Practice Track
- Change to assessment of XX50224 Contemporary Issues in the Understanding of Decision-Making
- New unit: Introduction to English Language Teaching, to replace ED30497 as a final year option for BA Education with Psychology.
- Suspension of recruitment of Part-time students to MSc International Security and MA Gender and Politics for 2023/24 entry.
- Minor changes to EL10500 Britain's International History (Academic Skills unit for visiting students)
- Minor changes to EL10501 Shakespeare (Academic Skills unit for visiting students)
- Addition of SP10357 Crime and Society and SP10337 Crime, Social Justice and Social Policy as options in Year 1 for BSc Sociology, BSc Social Policy, BSc Sociology and Social Policy, BSc Social Sciences
- Renewal of Collaborative Agreement with the Consortium of Partners for the MA Contemporary European Studies: Politics, Policy and Society for the period 1.9.21 – 31.8.26
- New exit award, MSc in Education, for the Professional Doctorate in Education
- Degree Scheme Review and Action Plan for the PGCE Dance Teaching (Royal Academy of Dance)
- HL50605 moved from Semester 2 to Semester 1
- Change of assessment for HL50606
- Suspension of PL30891 European Film
- Change of assessment for XX50224
- Changes to units: HL50615 and HL50616 for the MSc Global Public Health and Policy
- Taught Postgraduate programme transition arrangements for 2023/24 (MRes Advanced Quantitative Methods in Social Sciences; MSc Economics and Finance; MRes Sustainable Futures)
- Minor edits to the Programme Specifications for all MRes programmes.
- Minor edits to the Programme Specification for BA Modern Languages courses.

1997 – Any Other Business

Unit changes for implementation in 2023/24

The Secretary confirmed that changes for undergraduate units (non-CT year 2 and final year) for implementation in 2023/24 should be proposed within Curriculum Planner for approval by the Committee by the end of January 2023, and by the end of March for PGT.

It was also noted that any changes for CT courses/units may have to be undertaken outside of CT.

Directors of Teaching should contact the Faculty Assistant Registrars for advice on this when they know what changes they wish to propose.