



Meeting: **FACULTY OF HUMANITIES AND SOCIAL SCIENCES
LEARNING, TEACHING AND QUALITY COMMITTEE**

Date and Time: **Wednesday 16th March 2016 at 13.45**

Venue: **1WN3.8**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Dr R Joiner, Department of Psychology
Dr N Hinvest, Psychology
Dr A Krause, Department of Economics
Dr R Maconachie, Department of Social and Policy Sciences
Dr S Martin, Department of Education
Dr P McGuigan, Department for Health
Miss J Medland, Faculty Student Experience Officer
Dr A Mondon, Department of Politics, Languages and International
Studies
Miss I le Patourel, Learning and Teaching Enhancement Office
Dr M de Tina, Department of Economics
Ms M Ward Goodbody, Director of ASC
Dr K Woodthorpe, Department of Social and Policy Sciences

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Ms L Gibson, Undergraduate Manager
Mrs A Stacey, Deputy Graduate School Manager

Apologies: Ms E Barratt Hacking, Department of Education
Dr F Bisset, Learning Partnerships Office
Dr J Brice, Graduate School Manager
Dr M Garcia, Politics, Languages and International Studies
Mr J Kenny, President Students' Union
Miss I Righi, Student
Mr T Sun, Student
Ms S Bundock, Student

ACTION

1445. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meetings held on the 3rd February and 10th February 2016 (paper 141).

1446. MATTERS ARISING

Minute 1438: Annual Monitoring Report for 2014/5

The Committee considered an updated report for the MA Education, noting that further data had been added as requested in relation to the number of students who had been awarded the degree and how many had progressed to the Dissertation stage (paper 142).

The Committee noted that the report suggested that the question on the PTES with regard to Personal Tutors is not relevant from the programme. The Committee agreed that even if students are not allocated a Personal Tutor, but are allocated an equivalent, it is important that they are clearly informed who performs this role for them so that they are able to respond to the questions relating to their experiences in relation to their pastoral and academic support.

1447. CHAIR'S BUSINESS

(1) NSS 2016

The Chair asked members to ensure that students in their departments are being reminded that their feedback is important. The Committee noted that several departments in the Faculty are using incentives (eg being entered into a prize draw) to encourage students to complete the survey. It was confirmed that these incentives to complete the survey are permitted.

(2) PTES Results Recommendations

The Committee considered a number of recommendations arising from the 2016 PTES results (paper 143). Directors of Learning and Teaching were asked to take the five recommended actions back to their Department for action, and to report back to the Committee, highlighting any good practice, at the meeting on the 20th June 2016. The Committee noted that assistance might be available from Graduate School administrative colleagues. This should be discussed with the Deputy Graduate School Manager.

DoLTs

Student Voice:

Recommendation 1: There is a significant amount for SSLCs to discuss (PTES/NSS, annual reports, feedback policies, facilities and resources). It is suggested that Departments prioritise highlighting to students ways in which feedback is received and highlighting what actions have been taken as a result of feedback.

Recommendation 2: Review what Departments are doing to promote:

- The election of student representatives;
- SSLCs (e.g. how the SSLC, or its alternative, communicates to the wider cohort);
- OUEs/OUERs;
- Role of reps at DLTQCs;
- Promote what has been done as a result of feedback.

Personal/Professional Development

Recommendation 3:

Review what Departments are doing to promote:

- Peer review
- Development of innovative and creative skills
- Showcasing of work to diverse audiences.
- Use of the Graduate Centre and Claverton Rooms for students to meet.

Recommendation 4:

- To work with Academic Skills Centre and BUCS (digital skills) to identify tutorials and timings.

Personal Support

Recommendation 5:

- How students' expectations for the amount of 1-2-1 and f2f support they will receive (including the role of personal tutor) are set, and how this is reinforced throughout the year. Departments with DL programmes to consult with LTEO, in determining how personal tutor tutorials can be supported in an on-line environment.

The Committee noted that in 2016/17 Departments will be expected to have a PTES Action Plan. Members commented that it will be important to help distance learning students and some international students from very different educational backgrounds to understand the relevance of the questions to their experiences as students. It was noted that there will be an opportunity to assist in the design of some of the questions, which should help ensure that they are appropriate for all of the different categories of PGT students. It was suggested that Departments may wish to publicise to students in advance of the next survey how matters raised in the last survey have been addressed (in the style of 'you said, we did').

(3) Audit of PGT Unit Evaluation Reports

The Committee considered a report on a recent audit of the PGT unit evaluation reports on the Faculty web pages (paper 144). The Committee noted that there are still some areas in the Faculty where these reports are not being routinely made available to students. It was also noted that members of the administration team have been assisting members of staff who have no previous experience with loading documents onto Moodle.

(4) Audit of Student Communications

Ms Medland reported to the Committee that, following some concerns raised by students with regard to the nature and high number of communications they receive by email, she had undertaken an audit over a one week period with the help of a representative group of students. The audit revealed that students were not being as overwhelmed as was initially thought. However, a number of recommendations have been agreed which will be circulated to Directors of Studies and support staff for action. These include a recommendation that it should be clearer from the subject line of an email the purpose of the message and that it should be clearer for whom the message would be relevant. It is also recommended that alternative methods for communicating with students should be considered, for example, use of Outlook calendar, or via the Students' Union. It is also recommended that at induction the importance of accessing University account emails is further stressed to students.

The Committee noted that students are able to register their personal emails on Moodle and that this may contribute to the fact that they do not access messages sent to their University of Bath email address. It was also noted that Distance Learning students tend to only use their personal email addresses.

1448. STUDENT BUSINESS

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

1449. QA CODE OF PRACTICE

The Committee considered proposed changes to QA9 Development of All Staff and Students Undertaking Teaching Activities (paper 145). The Committee agreed that the proposed changes achieved greater clarity, particularly in relation to students undertaking teaching activities. The Committee also welcomed the changes to the Bath Course requirements for staff on a 0.4 FTE, or lower, contract who are new to teaching. The Committee expressed some concerns with regard to the proposals in paragraph 5.3.1. Members of the Committee felt that the suggestion that Directors of Studies for taught programmes would be expected to liaise with PGR student Directors of Studies to ensure that the research activities and awards of their students undertaking teaching are safeguarded was inappropriate. Members felt that the PGR student's supervisor and/or their Director of Studies would have to take primary responsibility for safeguarding their students as a student may potentially be contracted to undertake teaching across a number of different taught programmes which could have different Directors of Studies.

In the course of the discussion it became apparent that there is a wide variety of practice in the different departments in the Faculty with regard to the organisation of student teaching and the drafting of QA9 proposals and contracts of employment. It was noted that in the Department of Social and Policy Sciences and the Department for Health a single member of staff has responsibility for this and therefore has an overview of the range of teaching appointments and the amount of teaching each individual student is undertaking. This was noted as an example of good practice, although the Committee also recognised that it was a time-consuming responsibility for these members of staff. The Chair agreed that this would be discussed further in her next meeting with the Directors of Learning and Teaching.

**Chair/
DoLTs**

1450. ANNUAL REPORT OF ASSESSMENT OFFENCES

On the recommendation of the ULTQC the Committee considered the summary report on all assessment offences for 2014/15 (paper 146).

The Committee agreed that the Chair and Directors of Learning and Teaching should discuss in further detail the ways in which alleged offences are considered at Department level with a view to developing greater consistency.

**Chair/
DoLTs**

The Committee commented that the current Academic Integrity Test is not a useful tool to promote a better understanding to students of academic integrity. It was suggested that the University should undertake a review of the current test alongside a review of what other institutions are doing or what other tools or methods are available. It was noted that students are already introduced to the concept in induction and in some programmes have the development of appropriate academic skills embedded within them, including reference to the concept of academic integrity.

The Committee did not believe that there was any evidence of an increase in collusion or examination-related offences in the Faculty.

1451. UNIT AND PROGRAMME CHANGES

The Chair pointed out to members of the Committee that the large number of unit and programme changes being submitted to this Committee for approval was unacceptable. The Committee noted that the Undergraduate programme catalogues are due to be published on the 11th April and that students will be invited to make their choices for 2016/17 on the 13th April. This means that the

single member of staff in the SREO who updates the catalogue information in SAMIS and on the web has an unacceptably large amount of last-minute work to undertake in order to meet the deadline, and that Directors of Studies will have a very limited time within which to check their draft catalogues. The Committee noted that while QA4 indicates that minor undergraduate unit and intermediate undergraduate unit changes (with no implication for programmes) may be considered up to the 1st May, any change which has an implication for a programme for the following year must be considered before the 31st January. The Committee noted that the majority of the changes being considered at this meeting have implications for programmes (eg changes to unit titles, timing of delivery of units) and therefore should have been submitted for consideration at the December meeting of the Committee. The Committee also noted that it could also be argued that any changes to the content, delivery or assessment of a unit, which might on the face of it appear to be minor and only relating to the unit, could also have implications for the programme, and certainly for students who would be making option choices on the basis of the approved unit details.

The Chair informed the Committee that the University is currently considering the implications of recent Competition and Markets Authority (CMA) requirements of Universities' to deliver programmes on the basis of what applicants have been informed that they can expect, with the possibility that the extent of changes to units and programmes we have been used to may have to be curtailed in some way. The Committee noted, however, that there will always be the opportunity to indicate to students that the range of optional units may not be guaranteed as a result of changes in staff.

The Committee welcomed the news that the VCG had agreed to the establishment of a Curriculum Management Task and Finish Group which is considering the arrangements for the approval of and changes to programmes and units with a view to making processes more efficient and effective. It was also noted that VCG had also agreed the business case for an in-house development of an IT System (Curriculum Information System) to support the administration of changes to units and programmes and the development of new programmes. The Committee noted that the Secretary and Chair of the Committee are members of the Task and Finish Group and that the Secretary also has an input into the IT System development work.

The Chair commented in relation to a number of the proposed unit and programme changes to be considered that the academic rationale was for some insufficiently articulated in the documents.

The Committee noted that in an attempt to encourage more efficient use of the Committee members who had been allocated the following agenda items had been invited to forward queries/requests for clarification to the Secretary in advance of the meeting and that where possible these had been sent to the document proposer in order that they were prepared for the meeting and potentially could undertake corrections to the documents which it would then be unnecessary to discuss at the meeting.

(1)

Department of Economics

i)

The Committee considered proposed changes to undergraduate units and programmes for implementation in 2016/17 (paper 148) to:

- BSc Economics and Politics
- BSc Economics

- ES3XXXX Monetary Economics (New Unit)
- Changes to ES2XXXX Economics of Innovation and Entrepreneurship
- ES20013 Intermediate Macroeconomics 1
- ES20019 Public Finance
- ES20068 Public Economics
- ES20069 Introduction to Econometrics
- ES30038 Public Choice
- ES20039 Welfare Economics and Distributive Justice
- ES30046 Growth Theory
- ES30089 Economics of Banking

Dr de Tina confirmed that while there was a considerable number of changes to the options being made available to the BSc Economics and Politics programme, mostly as a result of the recent changes to units in the Department of Politics, Languages and International Studies, these had no impact on the aims and learning outcomes of the programme or the balance between the Economics and Politics elements of the programme.

The Committee approved the proposed changes.

- ii) The Committee considered proposed changes to postgraduate units and programmes (MSc Economics and Finance, MSc International Money and Banking), for implementation in 2016/17 (paper 149):

- ES5XXXX Econometrics for Finance (New Unit)
- ES5XXXX Financial Econometrics (New Unit)
- ES5XXXX Computational Economics (New Unit)
- ES5XXXX Financial Investment Management (New Unit)
- ES5XXXX Macroeconomics (New Unit)
- ES5XXXX Microeconomics (New Unit)
- ES50060 Econometrics for Economics and Finance
- ES50061 Financial Econometrics
- ES50090 Financial Risk Management
- MN50429 Financial Engineering (removal as option from programme)

The Committee approved the proposed changes.

(2) **Department of Education**

The Committee proposed changes to undergraduate units and BA Education with Psychology for implementation in 2016/17 (paper 150):

- ED10346 Childhood, Schooling and Education
- ED10348 Childhood, Youth and Family
- ED1XXXX Children's Rights: A Global Approach
- ED10350 Philosophy of Education 1
- ED10351 Designing and Analysing Curricula
- ED10347 Childhood, Youth and Deviance
- ED30442 Contemporary Issues in Childhood and Youth 1
- ED2XXXX Psychology and Educational Policy: A Critical Perspective (New Unit)
- ED30194 Language, Communication and Learning
- ED20436 Childhood and Education in a Global Context
- ED20420 Current Issues in Philosophy of Education
- ED30443 Contemporary Issues in Childhood and Youth 2
- PS30103 Attitudes and Social Cognition

- ED3XXXX Education Inequality in High Income Countries
- ED30483 Children and Technology

The Committee noted that while the proposal referred to the addition of optionality to the programme in reality there appeared to be no net addition of options. The Committee was also concerned that the proposed changes to the level of units were appropriate.

[Secretary's note: following the meeting the Director of Studies confirmed that in reality at present there was no net addition of options to the programme but that the Department would be considering the addition of further options in the future. The Director of Studies also confirmed that changes had already been made to the aims and learning outcomes of ED30194 as part of the proposal for a new programme of study and therefore that no further changes were being made at this time alongside the proposal for the change to the level of the unit from 6 to 5. The Director of Studies also confirmed that the aims and learning outcomes for ED30042 were appropriate for the proposed level, explaining that the unit had been taught in Year 2 of the programme for several years.]

(3) Department for Health

i) The Committee approved proposed changes to undergraduate units relating to the BSc/MSci Sport and Exercise Science, for implementation in 2016/17 (paper 151)

- HL20104 Introduction to Sport Exercise Medicine
- HL40481 Research Project Design and Preparation
- HL40482 Advanced Quantitative and Qualitative Analyses

ii) The Committee approved proposed changes to undergraduate units relating to the BA Sport and Social Science, for implementation in 2016/17 (paper 152):

- HL20410 Culture, Media and Sport
- HL30154 Applied Pedagogy and Practice: Coaching
- HL30193 Applied Pedagogy and Practice: Physical Education
- HL40435 Advanced Issues in Physical Activity, Health and the Body
- HL30494 Advanced Issues in Sports Management
- HL30495 Advanced Issues in Sport Policy and Development

(4) Department of Politics, Languages and International Studies

The Committee approved proposed changes to undergraduate units and programmes for implementation in 2016/17 (paper 153):

- PL3XXX Language, Power and Society (New Unit)
- PL10115 French Business Environment
- PL20784 Theories of Democracy (suspension)
- PL30873 Libert , Egalit , Fraternit  – La France et ses id es
- PL30759 Heimat und Identit t
- PL3XXXX film und Geschichte (new unit)
- PL30886 Aux Armes etc (withdrawal)
- PL30796 Multikulturelles Deutschland (withdrawal)

(5) Department of Psychology

The Committee approved proposed changes to undergraduate units and programmes, for implementation in 2016/17 (paper 154):

- Amendment to PS30113 Developmental Disorders/Autism Spectrum Disorders

- Withdrawal of PS30083 Stress, Immunity and Health
- New Unit: PS30XXX Psychology of Music
- New Unit: PS30XXX Neuroeconomics
- New Unit: PS30XXX Cognitive Neuropsychology

(6) Department of Social and Policy Sciences

i) The Committee approved proposed changes to units on the BSc Social Work and Applied Social Studies, for implementation in 2016/17 (paper 155):

- SP20255 Social Work Practice Placement year 2
- SP30256 Social Work Practice Placement Year 3

ii) The Committee approved proposed changes relating to the BSc International Development with Economics, for implementation in 2016/17 (paper 156):

- Suspension of options, addition of new options
- Changes to SP20277 Development Economics: Macroeconomic Perspective

iii) The Committee approved proposed changes relating to undergraduate units and programmes (BSc Social Science, BSc Sociology, BSc Social Policy, BSc Sociology and Social Policy), for implementation in 2016/17 (paper 157):

- Suspension SP30054 Power and Commitment in Organisation
- Suspension SP30072 Corporate Power and the Social Challenge
- Suspension SP20048 Organisational Sociology and Managing People
- Suspension SP30289 Drug and Alcohol Use and 'Misuse'
- Suspension SP20177 Sociology of the Body
- Suspension SP30096 Global Regimes and New Social Movements
- Replacement of All-Year 12 credit Written Spoken Language options with new 6 credit versions.

1452. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 158).

1453. DEPARTMENTAL COMMITTEES

The Committee received the minutes of the following Department Learning, Teaching and Quality Committees.

- Department of Education, 2.12.15 and 20.1.16 (paper 160)
- Department for Health, 13.1.16 (paper 161)
- Department of Social and Policy Sciences, 16.12.15 and 27.1.16 (paper 162)
- Department of Politics, Languages and International Studies, 12.1.16 (paper 163)

1454. UNIVERSITY COMMITTEES

The Committee noted the summary report from University Learning, Teaching and Quality Committee, 19.1.16 (paper 164)