UNIVERSITY OF BATH

Minutes of Meeting

Meeting:	**FACULTY OF HUMANITIES AND SOCIAL SCIENCES LEARNING, TEACHING AND QUALITY COMMITTEE**
Date and Time:	**Wednesday 5th June 2019 at 13.45**
Venue:	**1WN3.20**

Present:	Dr C Wilson, Associate Dean (Learning and Teaching), (Chair) Dr A Bush, Department for Health Prof R Joiner, Department of Psychology Dr S Martin, Department of Education Dr D Moon, Department of Politics, Languages and International Studies Dr S Moore, Department of Social and Policy Sciences Dr A Schaeffer, Department of Economics Dr C Winnett, Department of Economics
In Attendance:	Miss S E Jacobs, Assistant Registrar (Secretary) Ms E Merker, Programmes Manager Ms A Theilgaard, Student Engagement Manager Mr R Myles-Roberts, Academic Representation Co-ordinator, Students' Union Mr P Cairns, Technical Lead, Computing Services (for item 1736 and 1737) Mr P Pinkney, Learning Technologist (for item 1735)
Apologies:	Mrs M Clutterbuck, Learning Partnerships Office Dr F Bisset, Learning Partnerships Office Dr K von Oppen, Department of Politics, Languages and International Studies Mr S Garcia, Undergraduate Student Miss E Alcock, Students' Union President Mr Z Chen, Postgraduate Student Miss H Newing, Undergraduate Student

ACTION

1732. **MINUTES**
The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 1st May 2019 (paper 111). There were no matters arising.

1733. **CHAIR'S BUSINESS**
There was no Chair's business.

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1734. **STUDENTS' BUSINESS**

There were no students present at the meeting. Mr Myles-Roberts did not wish to raise any matters on their behalf.

1735. **MOODLE-SAMIS INTEGRATION**

Dr Moore reported to the Committee on the Department of Social and Policy Sciences' experience over the past two years of on-line marking in Moodle and direct grade transfer to SAMIS. She explained that while some members of staff were wary initially all staff are now marking in this way and are very positive about the tools, indicating that it saves them time, and removes a number of steps and potential points for errors to be made in the transcription of marks. The Committee noted that time is saved through being able to toggle between student items of work easily, with no need to download these, or to use CSV files for marks input to SAMIS.

Mr Paul Pinkney, Learning Technologist (Digital Education), showed several videos to illustrate how the process works. He indicated that he would be keen to provide training to further groups of staff within the Faculty in order that the tools can be used more widely.

Members of the Committee noted some concerns with regard to how to incorporate the current use of a coversheet (Psychology), how to incorporate summary feedback in addition to annotations in the coursework item for students, moderators and external examiners and how to comment on equations (Economics). Mr Pinkney indicated that there are tools used by other Departments in the University to enable comments on equations. He will provide Dr Schaeffer with the contact for this after the meeting.

It was also noted that there are likely to be solutions to being able to incorporate a coversheet and summary feedback.

The Chair encouraged members to consider the adoption of the Moodle-SAMIS marking process. Dr Joiner, Dr Bush and Dr Moon indicated that they would like to identify a number of units in their departments as pilots for Semester 1 of 2019/20. Miss Merker will be in contact with them to discuss this.

RJ/AB/ DM/EM

Dr Martin reported that colleagues in the Department of Education are starting to provide audio feedback to students and this is proving very popular. It is intended to widen the scope of this practice. It was noted that it is likely to be possible to attach an audio file to a student's coursework item so this should not necessarily be a barrier to adopting the Moodle-SAMIS marking process.

1736. **TECHNICAL SOLUTIONS TO AID PROCESS IMPROVEMENT**

Mr Paul Cairns, Technical Lead, Computing Services, demonstrated to the Committee an example of a recent Power App development for the School of Management which is to be used as a tool in the marking of Dissertations. The Committee was interested to note that as long as a process is clearly defined, it is relatively easy to develop Power Apps to better manage administrative processes. It was also noted that Power Apps can link directly to Sharepoint, Moodle and SAMIS, providing the opportunity to integrate currently separate processes.

1737. **EXTENSION REQUEST WORKFLOW**
Department of Social and Policy Sciences
The Committee noted that Dr Sarah Moore, Director of Teaching in the Department of Social and Policy Sciences, has been in discussion with colleagues in the Faculty Taught Programmes Team and Computing Services to consider whether it may be possible to develop a Power App to provide an electronic process for the management of student extension requests. Dr Moore explained that this was because the number of requests have been increasing rapidly, with workload implications for Directors of Studies and administrative staff, and it is desirable to establish a more robust and efficient process.

Mr Cairns confirmed that it is relatively simple to create a Power App but that the first step is to clearly define the process/workflow. It was noted that it is possible to design different views within a Power App for the different stakeholders and that there can be a direct link with Moodle and SAMIS. Members of the Committee were interested in the possibilities the development of Power Apps may provide.

The Committee noted that discussions will continue with regard to the development of a Power App for managing extension requests in the Department of Social and Policy Sciences but that this will hopefully be appropriate for wider use in the Faculty. It was also noted that this links to a review of processes for managing extensions which is being led by Ms Anna McGregor, Programmes Officer.

1738. **COMMUNICATING SCALING DECISIONS TO STUDENTS**
The Committee noted that guidance had recently been circulated to Chairs of Unit Boards of Examiners so that common terminology can be used in the minutes for recording the details of any unit scaling.

The Committee considered a proposal from the University LTQC (paper 122c) with regard to the principles for communicating BEU decisions about scaling and a template message about an instance of scaling and student information about scaling in general. The Committee felt that what was proposed was appropriate.

1739. **UNIT AND PROGRAMME MATTERS APPROVED BY CHAIR'S ACTION OR AT DLTQC**
The Committee noted the following unit and programme matters which have been approved by Chair's action:
- Updating of the Programme Specification for the BSc Applied Social Studies to clarify the circumstances in which a student on the BSc Social Work and Applied Social Studies can transfer to this DAP.
- Withdrawal of HL40519 Rehabilitation Medicine
- Withdrawal of HL40518 Translating Research to Practice
- Minor change to assessment for HL30186 https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=11942
- Minor changes to title and description of HL30056 https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=11937

Minor change to assessment of SP50313 Conflict, Development and Peacebuilding
https://cmis.sp.bath.ac.uk/SitePages/unitproposal.aspx?Request=11854

1740. **DEPARTMENTAL COMMITTEES**
The Committee received the minutes of the following Committees:
- Department of Economics, 20.3.19 (paper 123)
- Department of Politics, Languages and International Studies, 10th April 2019 (paper 124)
- Department of Social and Policy Sciences, 15.5.19 (paper 125)

1741. **UNIVERSITY COMMITTEES**
The Committee noted the minutes of the following Committee:
- University Learning, Teaching and Quality Committee, 19.3.19 (paper 126)