



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

Date and Time: **Wednesday 2nd December 2015 at 13.15pm**

Venue: **1WN3.8**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Ms E Barratt Hacking, Department of Education
Dr A Bush, Department for Health
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr M Garcia, Politics, Languages and International Studies
Dr R Joiner, Department of Psychology
Dr S Martin, Department of Education
Dr R Maconachie, Department of Social and Policy Sciences
Dr A Mondon, Department of Politics, Languages and International
Studies
Ms M Robb, Department of Social and Policy Sciences
Dr M de Tina, Department of Economics
Ms M Ward Goodbody, Director of ASC
Dr C Winnett, Economics
Mr T Sun, Student

In Attendance: Miss S E Jacobs, Assistant Registrar (Secretary)
Dr H King, Head of Academic Staff Development (for 1405)
Miss J Medland, Student Experience Officer
Mrs A Stacey, Deputy Graduate School Manager
Dr V Polito, Department of Economics (for item 1408. (1))

Apologies: Dr F Bisset, Learning Partnerships Office
Dr J Brice, Graduate School Manager
Prof S Gough, Associate Dean (Graduate Studies)
Dr N Hinvest, Psychology
Dr P McGuigan, Department for Health
Mr J Kenny, President Students' Union
Miss I Righi, Student

1402. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 21st October 2015 (paper 40).

ACTION

1403. MATTERS ARISING

Minute 1399 (2): Students on Exchange in Bath

The Committee noted a response from the International Mobility Team with regard to the issue of accommodation for exchange students in Bath for only one semester (paper 41).

1404. CHAIR'S BUSINESS

(1) Anonymous marking

The Chair reported that she had only been made aware of two issues: a small number of students not following the instructions for naming their coursework files correctly and difficulties when there is a combination of hardcopy and electronic submission of work. It was noted that the administrative team have been working extremely hard to support students and academic colleagues. The Committee was pleased to note that it is hoped that in the future it will be possible to use student IDs in Moodle, rather than a randomly created new numerical identifier for each student.

(2) External Examiners

The Chair reminded colleagues that there have been recent changes to QA12 (External Examining), QA35 (Assessment Procedures for Taught Programmes) and the NFAAR:UG. While the responsibilities of External Examiners remain unchanged there has been a simplification of the expectations in relation to their attendance at Boards of Examiners. External Examiners are expected to attend the Final Programme Board of Examiners at which awards are considered. They are no longer expected to provide comments on units at Unit Boards of Examiners. The Chair reminded members that it is essential that internal marking and moderation procedures are robust and that External Examiners are not expected to act as a further marker. Their role is to view sufficient samples of marked assessments in order to be able to confirm the quality of assessment procedures and to ensure that the academic standards of awards are set and maintained at the appropriate level. Departments will be expected to discuss with their External Examiners the timing and method of access to samples of marked assessments they would prefer. The Committee noted that External Examiners are still expected to be able to view a sample of all assessed work contributing to final awards during each academic year (ie that this would not be on a cohort basis), noting that this may mean that samples for Semester 2 units for non-finalist students might need to be viewed after they have attended the Finalist Programme Board of Examiners and before they submit their annual report.

Directors of Learning and Teaching were asked to let the Chair have details of the means by which their external examiners access samples of assessed work (eg via Moodle, an LMF, a wiki, in hardcopy sent in the post, electronically or in hardcopy when visiting the University).

DoLTs

(3) Unit Evaluation Changes

The Chair reminded the Committee that new procedures for the collection of on-line unit feedback from students were now in place. A member of the Committee raised a concern that students would be expected to provide their feedback (in the last lecture of the unit) in most cases before they will have received any feedback on assessed work. The Committee noted that there will be a review of the success of the new procedures but that it is hoped that the changes will ensure that many more students will provide feedback than has been the case in the past.

(4) **NSS Action Plans**

The Chair reminded the Committee that up-dates on NSS Action Plans should be submitted for consideration at the 3rd February meeting. The Chair also suggested that NSS might usefully be included as a standing item for all SSLC.

1405. **ACADEMIC STAFF DEVELOPMENT**

Dr Helen King, Head of Academic Staff Development, attended the meeting for this item. Dr King provided the Committee with a brief description of the range of support and activities provided by the Academic Staff Development Unit under the two headings of Researcher Development and Educational Development.

1406. **ACCESIBILITY OF ON-LINE UNIT EVALUATION REPORTS**

The Committee noted reports on the accessibility of on-line unit evaluation reports to students.

- Taught Postgraduate (paper 43)
- Undergraduate (updated report, paper 44)

The Committee noted that while undergraduate and postgraduate students are given access to unit evaluation reports in the majority of cases there remain some areas where improvements could be made. It was agreed that Departments should further consider the implementation of good practice highlighted in the reports.

1407. **UNIT AND PROGRAMME CHANGES**

(1) **Department of Economics**

Dr Polito attended the meeting for this item. The Committee considered proposed changes to the MRes Economics and MSc Economics for implementation in 2016/17 (papers 45a and 45b). The Committee noted that the MRes Economics had not recruited any students for a number of years and that changes were now being proposed in order that it should become more attractive to applicants, more compatible with SWDTC partner programmes, and a better preparation for postgraduate research study. The Committee noted the new units would replace existing units on both programmes.

The Committee approved all of the proposed changes to units and to the MRes Economics and MSc Economics programmes for implementation in 2016/17, including:

- New unit: Econometric Theory
- New unit: Microeconomic Theory
- New unit: Macroeconomic Theory
- New unit: Quantitative Methods for Economics

(2) **Department for Health**

The Committee approved proposed minor unit changes for implementation in Semester 2 of 2015/16 (paper 46):

- HL10038 Introduction to Human Biomechanics
- HL10183 Professional Development

(3) **Department of Politics, Languages and International Studies**

The Committee noted that following a detailed curriculum review, a range of unit and programme changes for all undergraduate programmes, for implementation with effect from 2016/17, were being proposed (papers 47 – 52):

- BA (Hons) Modern Languages and European Studies programmes
- BSc International Management and Modern Languages programmes
- BA Language and Politics programmes
- BSc Politics and International Relations
- BSc Politics with Economics
- BSc Economics and Politics

Dr Mondon explained to the Committee that the proposals followed an in-depth review of all programmes, which included a review of what is offered by competitor programmes. The proposed changes are less ambitious than originally planned but none-the-less bring the teaching up to date and in line with competitors. The changes also take account of the desire to reduce the number of assessments, in part achieved through the creation of some 12 credit units to replace existing 6 credit units. Dr Mondon confirmed that there will be no changes to the overall number of contact hours. While there are minor changes/updates to the content of units, Dr Mondon confirmed that the overall programme aims and learning outcomes would remain the same.

The Committee noted that the introduction of a Dissertation to the BA Modern Languages and European Studies programmes (optional in 2016/17 and 2017/18, thereafter compulsory) has implications for the programme aims and learning outcomes and that as this is considered to be a major programme change would need to be forwarded for approval by the Programmes and Partnerships Approval Committee.

The Committee noted that discussions had taken place with the Department of Economics in relation to the implications of the changes for the 'joint' programme BSc Economics and Politics. It was noted, however, that the School of Management was still considering the proposed changes for the BSc International Management and Modern Languages programmes (which are jointly owned/delivered). The changes would need to be approved by both the Faculty and School Learning, Teaching and Quality Committees.

The Committee raised a number of queries in relation to the proposal documents. In particular, the Committee felt that the rationale for the changes and the implications of these in relation to the programme aims and learning outcomes needed to be articulated in more detail. There were also a number of more minor points made in relation to the unit descriptions. The Committee agreed that the proposals would need to be presented again for consideration by the next meeting on the 16th December 2015.

PoLIS

(4) Department of Psychology

The Committee approved, subject to a few minor edits, the proposed unit changes for implementation in 2016/17 (paper 53):

- New Unit: PS3XXXX Social Action and Social Change
- New unit: PS3XXXX The Psychology of Morality
- Suspension of unit: PS30103 Attitudes and Social Cognition

(5) Department of Social and Policy Sciences

i The Committee approved a proposed amendment (introduction of a Director of Studies approved unit option) to the BSc Applied Social Studies for implementation in 2016/17 (paper 54).

- ii The Committee approved a proposal for the establishment of a new unit for the Professional Doctorate in Policy Research and Practice (paper 55):
- SP6XXXX Networks, Governance and Citizenship

1408. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 56).

1409. DEPARTMENTAL COMMITTEES

The Committee received the minutes of the following Departmental Learning, Teaching and Quality Committee meetings:

- Department of Education, 30.9.15, 21.10.15 (paper 57)
- Department for Health, 30.9.15 (paper 58)
- Department of Social and Policy Sciences, 30.9.15, 20.10.15 (paper 59)

1410. UNIVERSITY COMMITTEES

The Committee noted the minutes of the following University committees:

- Programmes and Partnerships Approval Committee, 30.9.15 (paper 60)
- Academic Programmes Committee, 21.10.15 (paper 61)
- University Learning, Teaching and Quality Committee, 22.9.15 (paper 62)

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