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

**Date and Time:** Wednesday 22<sup>nd</sup> October 2014 at 13.15pm

**Venue:** CB4.1

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**Present:** Prof P Lambert, Associate Dean (Learning and Teaching), (Chair)  
Ms E Barratt Hacking, Department of Education  
Mrs G Eggleston, Learning and Teaching Enhancement Office  
Dr M Garcia, Politics, Languages and International Studies  
Prof A Lewis, Psychology  
Dr S Martin, Department of Education  
Dr E Rich, Department for Health  
Dr A Mishra, Economics  
Dr K von Oppen, Department of Politics, Languages and International Studies  
Dr T Skinner, Department of Social and Policy Sciences  
Dr C Wilson-Stokes, Department for Health  
Mr T Parker, Students' Union  
Mr A Stringfellow, Student

**In Attendance:** Mrs L Allott, Undergraduate Manager  
Miss S E Jacobs, Faculty Assistant Registrar (Secretary)  
Prof I Butler, Dean  
Ms A Hill, Deputy Graduate School Manager  
Ms M Ward Goodbody, Director of ELC/ASC

**Apologies:** Prof S Gough, Associate Dean (Graduate Studies)  
Dr R Joiner, Department of Psychology  
Dr R Maconachie, Department of Social and Policy Sciences  
Dr C Winnett, Economics  
Ms M Woodward, Learning Partnerships Office  
Dr J Brice, Graduate School Manager  
Miss L Shaikh, Student

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- 1270. TERMS OF REFERENCE, MEMBERSHIP AND SCHEDULE OF BUSINESS**  
**(1)** The Committee noted the **Terms of Reference** of the Committee for 2014/15 (paper 1), noting that Senate had recently agreed that the number of undergraduate student representatives for the Committee would increase from one to two.

### **ACTION**

- (2) The Committee noted the **membership** list for 2014/15 (paper 2). New members were welcomed to their first meeting.
- (3) The Committee noted the **draft schedule of business** for 2014/15 (paper 3). Members of the Committee were reminded that the schedule is posted on the Faculty web page and that this is likely to be updated throughout the year. [<http://www.bath.ac.uk/hss/about/committees/faculty-learning-teaching-quality-committee/> ]
- (4) The Committee noted the **schedule for unit and programme changes** for 2014/15 (paper 4). The Chair reminded members of the importance of keeping to the deadlines and to discuss with the Secretary to the Committee should there be any foreseen difficulties in doing so.

1271. **MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 11<sup>th</sup> June 2014 (paper 5). There were no matters arising.

1272. **CHAIR'S BUSINESS**

(1) **Education Strategy: Curriculum Development**

The Chair informed the Committee that following the publication of the University's Education Strategy in 2013 elements had been sorted into a number of strands with the expectation that operational planning groups would meet to discuss these. It has been agreed that the curriculum development element should be discussed at Faculty and Department level. The Associate Deans (Learning and Teaching) have agreed to approach this in a co-ordinated way, commencing with discussions at Faculty Learning and Teaching and Quality Committee. The Committee noted that it is important to monitor engagement with the Education Strategy and that discussions will concentrate on the following identified areas:

- NSS questions 1 to 4
- On-line unit evaluation (to inform curriculum development)
- E-learning
- International student progression
- Widening participation

The Faculty Student Experience Office will collate data for each of the areas indicated in order that the Committee will be able to identify appropriate KPIs for each. The Chair also indicated that he will meet with the Departmental Directors of Learning and Teaching to discuss further.

(2) **NSS Action Plans**

The Committee noted that they are expected to submit their action plans for consideration at the 3<sup>rd</sup> December 2014 meeting. The Chair reported that he would be inviting the Director of Studies for the BA Sport and Social Sciences to a future meeting to discuss how he believes that it was possible to achieve 100% satisfaction for assessment and feedback in the 2013 survey.

(3) **Peer Review of Teaching**

The Chair reminded members that reports on peer review of teaching activities must be submitted for consideration at the 4<sup>th</sup> February 2015

meeting. If the peer review activities are not completed by this date, an interim report will be expected.

**(4) Annual Unit Monitoring Reports**

The Chair reminded members that all unit AMRs are expected to be posted on the web for students to access. This can be done through posting on individual unit Moodle pages or on a central departmental page to which appropriate links are provided.

The Chair pointed out that Programme Annual Monitoring Reports are expected to make specific reference to NSS Action Plans, monitoring of UMRs and PRT.

**(5) Anonymous marking**

The Committee noted that discussions are still underway in Departments with regard to the extent to which the use of anonymous marking for all Year 1 Semester 2 units will be practical. Members of the Committee commented that they have a number of concerns with regard to the additional administrative load related to the implementation of anonymous marking in advance of a full technical solution being available.

**(6) Availability of Units in other Departments**

The Chair reminded members that it is not possible for a department to withdraw access to a unit which appears in the programme catalogue mid-year and without having gone through the normal process for the approval of a change to a programme.

**(7) Students' Business**

Mr Parker reported to the Committee that the Students' Union had recently agreed that their top issues for 2014/15 will include:

- Improvement and clarification of the use of student feedback to enhance teaching.
- Increased provision of recorded lectures.
- Expansion of the use of on-line coursework submission.
- Enhancement of induction and the integration of postgraduate students.
- Provision of personalised academic timetables for students.

Members of the Committee discussed the proposal that all lectures should be recorded, expressing some concerns that not all staff would be comfortable with this for pedagogical reasons (for example, student participation) as well as reasons of property rights

Mr Parker informed the Committee that students on the BSc Social Work and Applied Social Studies continued to be concerned about the changes to bursaries and that he has been in contact with the Director of Studies for the programme to discuss this.

Mr Parker also raised a query in relation to whether or not final year Politics, Languages and International Studies students have been informed of their assessment deadlines for 2014/15. Dr von Oppen was surprised that this was an issue as she believed that dates had been agreed and published at the beginning of the academic year. Dr von

**KvO**

Oppen will raise this with the relevant colleagues.

The Committee discussed the fact that there appear to be different practices within the Departments in the Faculty and at undergraduate and postgraduate level with regard to the timing of the setting of coursework submission deadlines and how these are communicated to students. Having noted that there will soon be a Process fix group reviewing unit and programme documentation, the Committee suggested that ideally the dates for coursework submission would be entered by a certain date onto, for example SAMIS, and then automatically relayed to the unit catalogue and Moodle.

**1273. SSLC ANNUAL REPORTS FOR 2013/14**

The Committee considered a summary report for 2013/14 which had recently been considered by University Learning, Teaching and Quality Committee (paper 6), noting that the actions arising from the report link in with the Students' Union Top Ten issues for the year. The Committee noted that Department LTQCs and SSLCs will also be expected to discuss this report.

**1274. ANNUAL REVIEW OF PROGRAMME APPROVALS FOR 2013/14**

The Committee considered a summary report from the University Learning, Teaching and Quality Committee in relation to programme approval documentation (paper 7). The Committee noted programme development teams and Department Learning, Teaching and Quality Committees should ensure that they give sufficient attention to the following areas:

- Synopsis of the programme – capturing the distinctiveness or unique selling point
- Ensuring that the programme structure aligns with the University's agreed Academic Framework and NFA
- Ensuring that the programme aims and learning outcomes are expressed in language appropriate for the level of the award
- Providing sufficient detail of assessment and re-assessment strategies
- Removing all typographical errors.

The Committee noted that programme development teams are encouraged to consult with Registry staff as early as possible in the development of a new programme. The Committee agreed with the suggestion that staff involved in the development of a new programme would benefit from attending a meeting of PAPAC as an observer.

**1275. DEGREE SCHEME REVIEWS**

**(1) 2014/15 Schedule**

The Committee noted the details of the 2014/15 DSR schedule (paper 11).

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

The Committee considered a proposal that the Degree Scheme Review for the MA International Security, which is scheduled to take place during the current academic year, should be deferred to 2015/16 and that the review of the MA International Relations and European Politics and the MA International Relations should be brought forward one year to also take place during 2015/16. The Committee noted that these three programmes share many units and have the same Director of Studies. The Committee agreed that it would be sensible to review these programmes together and therefore that a proposal should be submitted to the University Learning,

**ULTQC**

Teaching and Quality Committee for consideration.

**1276. UNIT AND PROGRAMME CHANGES**

**(1) Faculty**

The Committee approved the proposed changes to the MRes Health and Well-being for implementation in 2014/15 (paper 12), subject to confirmation that the Department of Social and Policy Sciences had been consulted and agreed to the addition of SP50242 as an option.

*[Secretary's note: it has been confirmed that the suggestion to include the unit in the programme originated from the unit convenor for SP50242.]*

The Committee noted that the level indicated on the SP50242 unit description was incorrect (it should be 7, rather than 5).

**SPS**

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

**(i)** The Committee considered the proposal for the following new Postgraduate units for introduction in Semester 2 2014/15 into the MA International Relations and European Politics, MA International Relations, MA International Studies, and MA International Security (paper 13):

- PL5XXXX Economics of foreign policy and the international trade regime
- PL5XXXX Theories of conflict and conflict resolution

The Committee commented that a stronger rationale for the creation of the proposed units, in relation to how they would add to the programmes, would have been preferred. The Committee noted that while there has been a reduction in student numbers for these programmes in 2014/15 it is still important to be able to offer the students an element of choice in Semester 2, which, without these new units, would be absent as a result of the withdrawal of a number of units at the end of 2013/14 due to staff departures.

The Committee agreed that, subject to the re-writing of some of the unit aims and learning outcomes, using more appropriate M level terminology, the units could be approved by Chair's action.

**PoLIS**

**(ii)** The Committee considered the proposal for undergraduate unit and programme changes for implementation in Semester 2 of 2014/15 (paper 25):

- Suspension of PL30441 Gender and Politics in Europe
- Change to assessment of PL30879 Modern Silk Roads
- New unit: PL3XXXX Meltdowns, conflicts and resistance

The Committee noted that the Department had hoped to be able to retain PL30441 but that ultimately there were no staff members able to teach the unit and therefore it has to be withdrawn at this late stage. The Committee approved the withdrawal of the unit.

The Committee noted that while the proposed change to the assessment of PL30879 was in response to feedback from students it felt that it should have been possible to propose this change earlier. Subject to clarification of the exact word count details for the two elements of assessment for the unit, the Committee approved the change.

The Committee approved the creation of PL3XXXX Meltdowns, conflicts and resistance for Semester 2 of 2014/15, subject to the rewording of the unit aims and learning outcomes and clarification of the assessment details (weighting of the two elements and word counts) to be approved by Chair's action. The Committee also noted that there are some differences in how the title of the unit has been expressed in each of the programme descriptions which need to be corrected.

PoLIS

**1277. COLLABORATIVE AGREEMENT**

**Learning Partnerships Office/Department for Health**

The Committee considered a proposal for the renewal of a collaborative arrangement with Action on Addiction in relation to the CPD stand-alone units they deliver (paper 14), noting that that Academic Programmes Committee had already agreed strategic approval. The Committee noted that the units might be of interest to students based on programmes at Bath but it also noted that the units were delivered in Warminster. The Committee agreed that the extension of the agreement with Action on Addiction for the franchised delivery of the units for a further two years should be forwarded to PAPAC for consideration.

PAPAC

**1278. STUDENT EXCHANGE AGREEMENT**

**Department for Health**

The Committee considered the proposal for the renewal of an agreement with the University of Southern Cross, Australia (paper 15). The Committee noted that the requirement as stated on the document that all students must pass all units while on their year abroad in order to be able to progress to the final year of the 4 year programme is unusual. It was therefore suggested that the Department may wish to review this. Subject to the clarification of this point, the Committee approved the proposal for the renewal of the agreement.

Health

**1279. QA CODE OF PRACTICE**

The Committee noted the revisions which have been made to the QA Code of Practice with effect from 1<sup>st</sup> August 2014 (paper 16).

**1280. UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 17).

**1281. ACCREDITATION OF PROGRAMMES**

**(1) Department for Health**

The Committee noted that the Chartered Society of Physiotherapy has confirmed its reaccreditation of the MSc Sports Physiotherapy (paper 18). The Committee noted that the accrediting body based this re-accreditation on the basis of the recent Degree Scheme Review report. Mrs Egglestone advised that in the future this Committee and the Programmes and Partnerships Approval Committee should have the opportunity to review the submission to the accrediting body before it is sent.

Health

**(2) Department of Psychology**

The Committee noted the British Psychological Society has confirmed its accreditation of the new 3 year BSc Psychology and 4/5 year MSci Psychology programmes (paper 19).

**1282. DEPARTMENTAL COMMITTEES**

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

- Department for Health, 12<sup>th</sup> March 2014 (paper 20)
- Department of Social and Policy Sciences, 15<sup>th</sup> April 2014 (paper 21)
- Department of Politics, Languages and International Studies, 26<sup>th</sup> May 2014 (paper 22).

The Committee noted what appears to be a mistake on the PoLIS DLTQC minutes and requested clarification.

**1283. UNIVERSITY COMMITTEES**

The Committee noted the minutes of the following Committees:

- Programmes and Partnerships Approval Committee, 13<sup>th</sup> May 2014, 21<sup>st</sup> May 2014, 9<sup>th</sup> July 2014 and 11<sup>th</sup> July 2014 (paper 23)
- Academic Programmes Committee, 24<sup>th</sup> September 2014 (paper 24)