**UNIVERSITY OF BATH**

**Minutes of Meeting**

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| **Meeting:** | **FACULTY OF HUMANITIES AND SOCIAL SCIENCES LEARNING, TEACHING AND QUALITY COMMITTEE** |
| **Date and Time:** | **Wednesday 16th 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 F Bisset, Learning Partnerships Office
Dr A Bush, Department for Health
Dr N Hinvest, Psychology
Dr R Joiner, Department of Psychology
Dr S Martin, Department of Education
Dr R Maconachie, Department of Social and Policy Sciences
Dr P McGuigan, Department for Health
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
Ms S Bundock, Student

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

Apologies:
Dr J Brice, Graduate School Manager
Mrs G Eggleston, Learning and Teaching Enhancement Office
Dr M Garcia, Politics, Languages and International Studies
Prof S Gough, Associate Dean (Graduate Studies)
Mr J Kenny, President Students' Union
Miss I Righi, Student
Mr T Sun, Student

**ACTION**

**1413.** **MINUTES**
The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 2nd December 2015 (paper 63).

**1414.** **MATTERS ARISING**
**Minute 1407 (3): Department of Politics, Languages and International Studies Undergraduate Unit and Programme Changes for 2016/17**

The Committee reconsidered the unit and programme changes (paper 64) which had been presented to the previous meeting in relation to the following programmes, noting that a more detailed rationale had been provided and a number of edits made to the documents in response to queries raised at the last meeting.

- BA (Hons) Modern Languages and European Studies (x 12 language combinations)
- BA (Hons)  Language and Politics (x 6)
- BSc (Hons) International Management and Modern Languages (x 3)
- BSc (Hons) Politics and International Relations
- BSc (Hons) Politics with Economics
- BSc (Hons) Economics and Politics

Dr Mondon informed the Committee that a meeting of the BSc International Management and Modern Languages Joint Committee had met to discuss the proposed changes for this joint programme and that support for the changes was confirmed.  The Committee noted that the School of Management Learning, Teaching and Quality Committee would be considering the proposed changes for this programme at its meeting this week.  Approval of changes to this programme would therefore also be subject to the approval of the School of Management.

The Committee agreed that the rationale for, and context of, the changes were now clearer in the documents.  The Committee approved all of the changes in principle.  However, a number of minor errors and inconsistencies were noted in some of the documents and therefore the Committee's approval was subject to the Department carefully reviewing the documents and correcting errors and inconsistencies before the proposals can finally be approved by the Chair on behalf of the Committee.

**PoLIS/ Chair**

The Committee also noted that the introduction of the Dissertation as a compulsory unit to the BA Modern Languages and European Studies would not be applicable until 2018/19, the unit being offered as an option for students already part way through their studies who will be in their final year in 2016/17 and 2017/18.  The Committee noted that the introduction of a Dissertation, and the subsequent changes to the Programme Aims and Learning Outcomes, are considered to be a major programme change and will therefore need to be considered by the next meeting of PAPAC for final approval.

**PAPAC**

**1415.** **CHAIR'S BUSINESS**
**(1)** **Report from ULTQC**
The Chair reported the following from the November meeting of the ULTQC:
- A working group on group working has been established. Dr Wilson will Chair this and Dr Parish from PoLIS will act as a representative for the Faculty.
- The University is developing a new Education Strategy.
- NSS Action Plans were discussed.

**1416.** **STUDENT BUSINESS**

Ms Bundock reported that she was not aware of any issues in relation to the changes which have been made to the on-line collection of student unit feedback.

**1417.** **ANNUAL REPORTS FROM PLACEMENT UNIT CONVENORS**

The Committee considered Placement Unit Convenor reports for 2014/15.  It was noted that some reports were presented using the previous year's template.  The Committee also noted that not in all cases had the appendices to the current template been updated to record the current departmental practices in relation to the assessment of placement units, student evaluation of placements and their re-induction following placement.  Directors of Learning and Teaching **DoLTs** were asked to forward by email to the Secretary details of any updates by the end of the current week.

**(1)** **Department of Economics**

- ES20024 (paper 65)

The Committee noted that the Placement Officer had led on the development of procedures for helping to place students with Aspergers.  The use of Peer Assisted Learning was also noted as an example of good practice.

While excellent opportunities were provided for students the Committee noted that the success rate for the placement of students was only 74% of those who wished to undertake a placement (ie 125 students were placed).  The Committee noted that this was in part due to the growing number of students and the increasingly stretched resources in the Placement Office.  The Committee noted that a case has been made on several occasions for the appointment of additional staff to support this extremely important aspect of Faculty programmes but as yet with no success.  The Committee noted that there is a need to be able to focus on the development of new placement opportunities, particularly overseas placements, but that there is no spare capacity within the Placements Office Team.  It was noted that currently Bath is able to attract high quality students because of the placement opportunities offered.  Concerns were expressed that this might not be the case in the future if a larger percentage of students are not able to secure a placement for their third year.  The concern was also expressed that academic staff often have to take on responsibilities which would more appropriately be undertaken by placement support staff, reducing the time they have available for other academic activities.

**(2)** **Department of Education**

- ED20446 (paper 66)

The Committee noted that the majority of students on the BA Education with Psychology (8 students) were able to find their own placements, although it was also noted that increasing demand could potentially lead to difficulties.  An example of good practice noted by the Committee was that Dissertation supervisors attend the re-integration meeting with final year students returning after placement to help allay any fears they have about embarking on this work and to enable them to ask questions about relating their placement experiences in their Dissertation work.

**(3)** **Department for Health**

- HL20051 (paper 67a)

The Committee noted that some of the 52 students on placement secured placements all around the World.  The Committee noted that the new Placement

Officer has made a big difference to the whole activity.  It was noted, however, that a number of academic staff had not contacted their tutees while they were on placement but that actions have now been taken to address this in the future.

- HL20192 (paper 67b)

The Committee noted that there are procedures in place for the Placement Officer and Tutor to liaise with student and employer in circumstances where there are areas of concern.  It was also noted that in response to feedback from students the timing of the submission of the POLO forms had been successfully changed.

**(4)**    **Department of Politics, Languages and International Studies:**
- PL20300 (paper 68)

The Committee noted that all 112 students completed a total of 197 activities (a combination of Study Abroad and work placement). Unusually, it was noted that there is a surplus of Study Abroad and work placement opportunities, with around 1/3 more opportunities than students, giving students greater choice and flexibility. It was also noted that Erasmus Year Abroad administration has become more onerous, putting a strain on the current resource.  An example of a successful innovation was a Careers Christmas Party with contributions from alumni.

- PL20413 (paper 69)

The Committee noted that there is increasing demand for placements for students on the BSc Politics with Economics and BSc Politics and International Relations programmes with the result that there is significant unmet demand for placements with an international relations context and that further placement officer support is needed to address this.  It was also noted that students who do not wish to take a placement year would benefit from undertaking internships during their studies.  It is suggested that this would be better facilitated by Faculty-based Placement Officers but that there is currently insufficient resource to support this.  The Committee noted that the deadline for the submission of a poster appeared to be constrained by the workload of the administrative support **AM** for placements.  Dr Mondon agreed to discuss how this might be better managed with the Director of Studies.

**(5)**    **Department of Psychology**:
- PS20028 (paper 70a)

The Committee noted that Peer Assisted Learning (PAL) sessions had been introduced for Year 2 students preparing for placement and that it is hoped that these will continue in 2015/16.  It was also noted that students return to the University for a mid-placement conference which is attended by all staff and students from all years of study, providing opportunities for students to share information via a poster on their placement experience and for advice and information to be provided to further help and support students carrying out research on placement for their dissertations.  The Committee noted that good examples of placement posters and placement reports are posted on Moodle for students to access.

- PS50051 (paper 70b)

The Committee noted that the MSc Health Psychology is the only postgraduate programme on which a formal placement period is compulsory for all students.

**(6)**  **Department of Social and Policy Sciences**:
- SP20255 and SP30256 (paper 71a)

The Committee noted that the nature of placements on the BSc Social Work and Applied Social Studies programme is different to all others in that the two placement periods are integrated into the 2nd and 3rd years of study, as required by the accrediting bodies.

- SP20067 (paper 71b)

The Committee noted that 85% of those students who wished to undertake a placement were successfully placed (38 students), although many of these were in unpaid positions.  The Committee noted that from 2015/16 onwards there will be a Faculty Placements Fund to help provide a limited amount of financial support for students taking unpaid or low paid placements.

The Committee noted that a common theme in many of the reports was of the need for additional resource (Placement Officers and administrative) to support the placement of students.  Concerns were expressed by the Committee that other HEIs are now moving into the inclusion of placements for their programmes and study and Bath risks losing its current comparative advantage through under-investment.

The Committee noted that, for example, the University has not yet invested in an IT package to support the placement activity. It was suggested that the current use of an Access database is seriously in need of updating.

The Committee also noted that there will be an on-line unit feedback opportunity for students returning from placement in 2015/16. Members expressed some concern that they had not been consulted in relation to the purpose and content of the questions students will be asked.  It was also pointed out that students on placement often tend not to use their University of Bath email address so there were concerns with regard to the means through which the students will be invited to complete the feedback questionnaire.

Members of the Committee suggested that in the future it would be more appropriate for reporting on Placement units to be by exception, or for a single theme to be identified for each reporting year.

**1418.**  **DEPARTMENTAL REPORTS ON REVIEW OF THE ASSESSMENT OF PLACEMENT UNITS**
Following discussion of a paper reviewing placements from the Careers and Employability Sub-Committee at the 6th May 2015 meeting, the Committee attempted to consider departmental reports on their consideration of:
*'the learning outcomes and assessment methods for placement units within their … with the aims of: (i) evaluating current practice; (ii) spreading good practice more widely across the University; and (iii) encouraging departments to consider more effective and/or efficient assessment practices where appropriate.*

- Department of Economics
- Department of Education (paper 73)
- Department for Health (paper 74)
- Department of Politics, Languages and International Studies (paper 75)
- Department of Psychology (paper 76)
- Department of Social and Policy Sciences (paper 77)

The Committee noted that Departments had been confused over the context of this agenda item, noting that they had also been asked to review the assessment of their placement units in the reports discussed in the previous agenda item. It was noted that this agenda item had been delayed on several occasions and could have been subsumed by the Placement Unit annual reporting exercise. Dr Winnett reported to the Committee that she and the Faculty Placements Manager had attended meetings at University level to discuss placement matters more generally, noting, for example, that students have expressed dissatisfaction with regard to the way in which they receive feedback for their final placement reports.

**1419.** **UNDERGRADUATE PROGRAMME ANNUAL MONITORING REPORTS 2014/15**
The Committee noted that the annual monitoring of programmes pulled together a range of reports providing an opportunity for the Committee to identify any important issues or areas of good practice for sharing. The Committee noted that issues raised by External Examiners in their annual reports are often addressed by the Head of Department in their letters in response but are then not referred to in the AMR for the relevant programme. The Chair suggested that actions arising from comments made by an External Examiner should be more usefully included in the actions for the programme as listed in the AMR.

Members of the Committee agreed that the current AMR template is too complicated and would benefit from simplification, for example, by the use of three sections only: 1) Report on actions from previous year, 2) Ongoing actions, 3) Examples of good practice.

**(1)** **Department of Economics**
  • BSc Economics, BSc Economics and Politics, BSc Economics and International Development (paper 78)
The Committee noted in discussion that an issue raised by an External Examiner in his annual report in relation to potential overlap of the content of units had been addressed through discussion with the unit convenor for the two units in question. The Committee felt that this should have been referred to in the AMR. The Committee also noted that the Department has been undertaking a review of their undergraduate curriculum but that reference is not made to this in the action list. The Director of Studies has been reminded that the final signed letter from the Head of Department to the External Examiners should be appended to the AMR.

**(2)** **Department of Education**
  • BA Education with Psychology (paper 79)
The Committee noted that this report included references to the new MSci Education in an International Context for which recruitment had recently been suspended. The Committee noted that a number of changes to the BA were to be presented to the next meeting which were in part related to the development of the new programme but which would still be valid.

  • FdA/BA Early Years and Childhood Studies, BA Early Years Care and Education (LPO/Wiltshire College) (paper 80)
The Committee noted that Wiltshire College are developing an e-study space from which External Examiners will be able to access all assessed work and that this will overcome the difficulties experienced by the External Examiner during 2014/15.

**(3)** **Department for Health**
- BSc Sport and Exercise Science (paper 81)

The Committee noted that in an attempt to address difficulties for students to make appointments to see their tutors the use of Outlook Calendar, with each tutor indicating two one hour free slots in their calendars into which students can request a meeting, is currently being trialled.  The Committee also noted that a ten minute recorded presentation summarising all optional units is placed on Moodle to help students make their unit choices, and there has been a successful implementation of anonymous on-line coursework submission and on-line feedback.

- BA Sport and Social Sciences (paper 82)

The Committee noted that the UR Space event (poster presentation on dissertation ideas) continues to be a successful event for students on the programme which involves a wide variety of stakeholders, noting also that students receive instant feedback via Twitter.  The Committee noted that one of the External Examiners suggested that they should have received a more detailed institutional induction as a new External Examiner.  It was not clear whether they had invited to view the on-line induction information for External Examiners.  The Committee noted, however, that the Department for Health had held an induction event for all of their new External Examiners at the beginning of 2015/16, to which all existing External Examiners were also invited.

- FdSc/BSc Sport (Sports Performance) (paper 83)

The Committee noted that the Degree Scheme Review event had recently taken place for this programme.  The Report and Action Plan will be submitted to the Committee in the new year.

- FdSc/BSc Addictions Counselling (LPO/Action on Addiction) (paper 84)

- BSc Sport (Coaching) (LPO/City of Bath College) (paper 85)

The Committee noted that this was the last year of the delivery of this programme and that all students successfully graduated.

- BSc Sport (Health and Fitness) (LPO/City of Bath College) (paper 86)

The Committee noted that the final three students on this programme were taught either through one-to-one tutorials or together with students on another programme. One student left the programme for personal reasons and the other two successfully graduated.

- FdSc/BSc Sport (Sports Therapy) (LPO/Swindon College) (paper 87)

**(4)** **Department of Politics, Languages and International Studies**
- BA Modern Languages and European Studies (paper 88)

The Committee noted that there are many extra-curricular activities organised by staff for students in the Department.  It was also noted that the Department has successfully employed a Year 2 student as a marketing intern for several hours per week to work on the MLES programme's social media presence (Twitter, Instagram and Facebook).

- BA Language and Politics (paper 89)

The Committee noted there is considerable overlap between these programmes and the BA MLES programmes and therefore that External Examiner reports and Unit Convenor reports are in common.

- BSc Politics with Economics, BSc Politics and International Relations (paper 90)

**(5)**     **Department of Psychology**
- BSc Psychology (paper 91)

The Committee noted that the Department is considering the establishment of a role of Employability Officer (to be taken on by an existing member of academic staff) who would be responsible for developing employability skills for all students, but particularly for those on the new BSc and MSci programme without placement. Members of the Committee suggested that greater use might be made of the ASC and the Careers Office. The Committee noted that the Department's experience with the provision of on-line feedback to students had been positive. Dr Joiner explained that the dissemination of the feedback to students is far quicker and less labour-intensive that in the past.

**(6)**     **Department of Social and Policy Sciences**
- BSc Social Work and Applied Social Studies, BSc Applied Social Studies (paper 92)

The Committee noted that the programme had achieved re-accreditation by the Health and Care Professions Council (HCPC) and The College of Social Work (TCSW). It was also noted that student participation in the Department-wide SSLC meetings was mixed during 2014/15 but that the Department is working to address this.

- BSc Social Sciences, BSc Social Policy, BSc Sociology, BSc Sociology and Social Policy (paper 93)

The Committee noted that the External Examiners for these programmes welcomes the implementation of anonymous marking across the University.

- BSc Social Work (LPO/Wiltshire College) (paper 94)

The Committee noted that 2014/15 was a year of change and that the programme had achieved re-accreditation by the HCPC and the TCSW. It was also noted that the College is making efforts to recruit higher student numbers to the programme although Dr Bisset pointed out that 15 for a programme such as this which recruits locally is a good number.

**1420.**     **UNIT AND PROGRAMME CHANGES**
**Department of Social and Policy Sciences**
The Committee considered changes to postgraduate units and programmes for immediate implementation (paper 97).

The Committee was concerned to note that the majority of the proposed changes had already been implemented for the MSc International Development, MSc Wellbeing in Public Policy and International Development and MSc International Public Policy Analysis in Semester 1 of the current academic year. While the Committee noted that the changes were made in response to negative feedback from students, had been discussed with them at the beginning of the year and were intended to improve the experience and learning of students on the programmes, members agreed that in the future all changes to units and programmes must follow the usual procedures and meet the usual deadlines.

While the proposed changes to SP50269 and SP50219 were presented as changes to existing units, the Committee agreed that in line with the advice from SREO, the units should now be presented as new units (to which new codes will be allocated).

The Committee approved the proposed changes subject to the following points being addressed:
- SP50269 appears to have a heavy assessment load for a 6 credit unit. The Department may wish consider this further, or confirm that this is definitely what was intended. **SPS**
- SP50269 is currently an option for the MSc Well-being in Public Policy and International Development in Semester 1 and SP50219 is compulsory in Semester 2. Clarification with regard to the compulsory and optional nature of the new units is required.
- SP50144 study hours add up to more than 100 hours total.
- Discuss with the Academic Skills Centre how they might help address the skills development/help with academic writing aspects.
- SP50219 timetabling details on the UD do not appear to match up with what is stated in the summary covering document for this unit so this needs to be checked/corrected.

1421. **UNIT AND PROGRAMME CHANGES**
The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 98).

1422. **UNIVERSITY COMMITTEES**
The Committee noted the minutes of the following University committee:
- Programmes and Partnerships Approval Committee, 4.11.15 (paper 99)