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

**Date and Time:** **Wednesday 8<sup>th</sup> June 2016 at 13.45**

**Venue:** **1WN3.8**

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**Present:** Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)  
Dr F Bisset, Learning Partnerships Office  
Dr N Hinvest, Psychology  
Dr R Joiner, Department of Psychology  
Dr M Garcia, Politics, Languages and International Studies  
Mr J Kenny, President Students' Union  
Dr R Maconachie, Department of Social and Policy Sciences  
Dr S Martin, Department of Education  
Miss I le Patourel, Learning and Teaching Enhancement Office  
Dr M de Tina, Department of Economics  
Dr K Woodthorpe, Department of Social and Policy Sciences

**In Attendance:** Miss S E Jacobs, Assistant Registrar (Secretary)  
Mrs R Acres, Assistant Registrar  
Mrs A Stacey, Deputy Graduate School Manager  
Mr Ben Davies, Education Officer, Students' Union  
Ms Kay Moynihan, Activities Officer, Students' Union

**Apologies:** Ms E Barratt Hacking, Department of Education  
Dr A Bush, Department for Health  
Dr A Krause, Department of Economics  
Dr P McGuigan, Department for Health  
Dr A Mondon, Department of Politics, Languages and International Studies

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**ACTION**

**1471. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 4<sup>th</sup> May 2016 (paper 183).

**1472 MATTERS ARISING**

**(1) Minute 1459.1 PTES Results Recommendation**

The Committee noted that this would be considered under Chair's Business.

- (2) **Minute 1459.2 QA9 Teaching undertaken by Students**  
The Committee noted that an SPS Staff Handbook for PG Students had been circulated to Directors of Learning and Teaching for information and the Chair noted that the Head of Academic Staff Development had recently organised a forum for staff to discuss this topic.
- (3) **Minute 1461.3 SPS unit changes**  
The Chair noted that the final list of units to be suspended had been approved via Chair's action.
- (5) **Minute 1461.4 MRes Programme changes**  
The Chair noted that full documents had been approved via Chair's Action.

**1473. CHAIR'S BUSINESS**

(1) **Review of Anonymous Marking**

Directors of Learning and Teaching provided a report on their Department's experience of anonymous marking in Semester 2. No significant issues were reported in Psychology, Social and Policy Sciences, Education and Health. Dr Garcia reported that she had undertaken a survey of staff in the Department of Politics, Languages and International Studies and their experience showed a significant additional time burden in undertaking anonymous marking, particularly in units of more than 20 students. The Committee noted that Moodle and SAMIS integration to support anonymous marking was expected to be implemented soon, but that currently systems were not working effectively. It was noted that e-Learning had agreed to develop Faculty guidance and a work flow for this which would hopefully improve the process.

(2) **e-Learning Activities**

The Chair noted that there was now a Faculty Innovation in Learning and Teaching Group chaired by Dr Francombe-Webb with the intention to share examples and best practice in this area, with a representative from each Department.

Dr de Tina commented on the use of Panopto for recording lectures in the Department of Economics. He noted that a proposal was expected from SSLC representatives requesting all lectures to be recorded as long as attendance stayed above a certain threshold. The Committee felt that attendance and the recording of lectures should not be linked, as there were many reasons why students were sometimes unable to attend. The Committee discussed how certain topics, e.g. terrorism, were very sensitive and not appropriate to be put on a University platform. Dr de Tina agreed to circulate the proposal to FLTQC members when it had been submitted.

**Dr de  
Tina**

(3) **PTES Discussions**

The Chair noted that from next year all Departments would be required to provide PTES action plans to be discussed at FLTQC and results would be available by Department which would be easier to analyse. DoLTS provided an update on their Department's response to the recommendations based on the overall Faculty results.

Dr Garcia noted that in the Department of Politics, Languages and International Studies there was now a separate PGT Student Staff Liaison Committee which had facilitated communication and she believed that the Personal Tutor was being used more effectively by students.

Dr de Tina reported that in the Department of Economics it was difficult to recruit student representatives from certain countries, and all students needed to be encouraged to participate. He noted that colleagues would find a session on on-line marking useful and also in recording graduate job destinations; it was suggested that he contact the Faculty Marketing team regarding the latter as they had recently undertaken work finding alumni via LinkedIn.

**Dr de  
Tina**

The Committee noted a written response from the Department of Education and the difficulties in engaging with distance learning students.

**1474. STUDENT BUSINESS**

Mr Kenny reported that there was now a Postgraduate Officer role within the Students' Union. Mr Adam Kearns had been elected to this position and would be focusing on both the taught and research postgraduate experience. Mr Kenny encouraged committee members to feedback on how they felt this was working over the next year.

He also reported that the Students' Union was developing its three-year strategy, with particular focus on the postgraduate experience.

Academic representatives would be elected over the summer; the Chair asked the Students' Union officers to encourage attendance at Faculty committees.

**SU  
Officers**

Mr Kenny noted that housing demand would continue to be a major issue for the University, particularly for students returning from placement.

The Students' Union had undertaken a significant amount of work to improve the induction experience, particularly for postgraduate students.

A Placement Hub had been developed where students on placement could add information about housing, social and other useful information for future students coming to that area.

**1475. REVIEW OF FEEDBACK POLICIES**

The Committee noted details of the review of feedback policies in all Departments.

**Department of Economics** (paper 184)

Dr de Tina confirmed that the feedback policy applied to both undergraduate and postgraduate students.

**Department of Education** (paper 185)

**Department for Health** (paper 186)

The Committee suggested that an additional note might be added with regard to anonymous marking and that students who do not follow the guidelines might experience a delay in receiving feedback.

**Department of Politics, Languages and International Studies** (paper 187)

The Committee felt the policy should be amended to become more student-facing, and place some of the additional guidance in a staff handbook. The policy appendices needed to be revised to ensure they covered both undergraduate and postgraduate programmes. The Committee noted that there was no Faculty template for moderation forms and DoLTs were asked to share these with other Departments for information.

**DoLTs**

**Department of Psychology** (paper 188)

**Department of Social and Policy Sciences** (paper 189)

**1476. UNIT AND PROGRAMME CHANGES**

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 195).

**1477. DEPARTMENTAL COMMITTEES**

The Committee noted the minutes of the following Department Learning, Teaching and Quality Committees:

- Department of Psychology, 11.5.16 (paper 196)
- Department of Social and Policy Sciences, 13.4.16 (paper 197)

**1478. UNIVERSITY COMMITTEES**

The Committee noted the minutes of the following University Committees:

- Programmes and Partnerships Approval Committee, 16.3.16 2016 (paper 198)
- Learning, Teaching and Quality Committee, 22.3.16 (paper 199)

The Committee discussed how the outcomes from ULTQC were being communicated. It was agreed that the Chair would circulate the ULTQC summaries to FLTQC members and raise any issues from that meeting under Chair's Business at each FLTQC.

**Chair**

**1479. ANY OTHER BUSINESS**

**(1) Foreign Languages Centre**

The Committee noted that the proposed changes to foreign language provision were being discussed at Board of Studies on 22<sup>nd</sup> June.

**(2) Coursework Feedback to Students**

Dr de Tina raised the issue of a particular piece of work in an Economics unit which was proving difficult to mark and feedback on within the usual 3 week deadline. The Committee advised Dr de Tina to consider ways to either amend the assessment or provide clear communication to students about marking times, as per QA16 11.5.

**(3) Word Limit Penalties**

The Committee noted that the Department of Psychology had implemented penalties for going over word limits and asked for the policy to be communicated to other Director of Studies for information.

**Psy  
DoLT**

**(4) Open Days**

The Committee noted two University Open Days were taking place on 16<sup>th</sup> and 17<sup>th</sup> June.

**(5) Innovation in Teaching Awards**

The Chair noted that the Faculty had won three of the four University Teaching Awards 2016 (Dr Felia Allum – the Innovation in Learning & Teaching Award; Dr Ian Walker – the Mary Tasker Award; Dr Ant Bush – Leadership in Learning and Teaching Award). She also reported that the Chancellor's Award was won by an Economics student.