

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

Faculty of Law and Social Sciences FACULTY BOARD

MINUTES

29th May, 2014

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| *Professor Chris Bramall | *Prof Martin Lau |
| *Ms Lisa Browne | *Dr Matt Nelson |
| Professor Matthew Craven (Chair) | Professor Machiko Nissanke |
| *Ms Jianxin Gong | *Dr Emilia Onyema |
| *Dr Matthew Haigh | Professor Christine Oughton |
| *Dr Laura Hammond | *Dr Dan Plesch |
| Ms Jenny Higgins | Dr Subir Sinha |
| Dr Stephen Hopgood | Prof Laurence Smith |
| *Prof Salwa Ismail | |
| Mr Paul Kohler | |

In attendance: *Professor Nadjie Al-Ali
*Ms Gina Heathcote
Ms Cate Knowles (Secretary)
*Ms Elisabeth Harris
Mrs Barbara Spina
Mr Richard Story

Those members whose names are marked with an asterisk were unable to be present.

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| 40 | DEAN'S WELCOME AND APOLOGIES |
| 40.1 | The Dean NOTED the apologies of the HoD from Development Studies, Politics and Gender Studies |
| 41 | MINUTES OF LAST MEETING |
| 41.1 | The minutes of the meeting held on March 20 th 2014 were APPROVED |
| 42 | ACTION POINTS |
| 42.1 | 21.1 <u>Draft student evaluation of coursework</u> This was circulated by the ADLT. |
| 42.2 | 33.5 <u>Report on the e-learning assistants</u> This has not been completed by the HoD Law. The Dean NOTED that it should be carried forward to the next FB in 2014/15 academic year. |
| 42.3 | 34.4 <u>Research scholarships</u> The FA NOTED that HoDs had submitted their top three candidates. |
| 42.4 | 37.1 <u>Faculty Plan (2012/13) information sent to HoDs and FB members</u> The Chair NOTED that this had not been done; the FA will complete. |

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| 42.5 | <p><u>38.1 Faculty and Department Plan templates</u> The FA NOTED that these have been circulated.</p> |
| 43 | MATTERS ARISING |
| 43.1 | There were no matters arising |
| 44 | DEAN'S REPORT |
| 44.1 | <p><u>Fractional staff negotiations with the UCU</u> The Dean REPORTED:</p> <ul style="list-style-type: none"> • That UCU had agreed to discuss re-negotiation of fractional contracts and that consequently the fractional marking boycott had been called off. • Negotiations over new contract arrangements will likely occur during June and July • Regardless, securing fractional staff and preparation for issuing contracts for 2014/15 should continue in expectation of an agreement |
| 44.2 | <p><u>Admissions Statistics</u></p> <ul style="list-style-type: none"> • The Dean REPORTED that the most recent figures circulated to HoDs show that for Undergraduate recruitment Law, Economics and DeFiMs are under their targets with the prospect that they will need to enter clearing while Politics are up on their target. • Regarding Postgraduate recruitment, Economics and Law are down however the conversion rate calculation may be suspect and the figures might not be a true reflection. • Postgraduate Research recruitment is above target levels but with DeFiMS and Development Studies significantly down. • It was NOTED that the logic for the UG conversion rate was opaque. The Chair will investigate. <p>The Dean emphasized that he will be preparing the faculty plan based on the Department plans and if numbers recruited are significantly down then the assumptions made in the Faculty plan will be difficult to meet.</p> |
| 45 | REPORT FROM ASSOCIATE DEAN (RESEARCH) |
| 45.1 | <p><u>REF and Open Access</u> The ADR REPORTED that post-2014 REF, HEFCE requires that all journal articles and conference proceedings published from 1st of April 2016 must be available as Open Access within a (yet to be finally) specified time after acceptance for publication. This is to ensure that all published research is available to other researchers in the field. It was additionally NOTED:</p> <ul style="list-style-type: none"> • FB members are urged to highlight this in their department meetings • Journal and conference publications after April 2016 that are not available as Open Access (either immediately freely available or subject to an agreed embargo) will not be submittable to the REF • All staff research will now need to be uploaded to the SOAS e-repository as a matter of course • Academics should inquire of their publishers whether they offer Open Access • Some publishers levy an additional charge for this service. This additional charge (£1700 and up) will need to be taken into account when costing grant applications. Some funding is available at school level for anyone on an RCUK grant to pay any article processing charges that publishers impose. |

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| 45.2 | <p><u>Research Ethics Update</u> The ADR REPORTED that the revised Research Ethics Policy for staff is currently under review by the Doctoral School after which it will pass to the Research Office and then to the Research Ethics Panel.</p> |
| 45.3 | <p><u>Interim Research Office Manager</u> The ADR NOTED that Silke Blohm is acting as interim manager of the REO. Interviews for a permanent replacement are place for July.</p> |
| 46 | REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING) |
| 46.1 | There was no report |
| 47 | REPORT FROM FACULTY ADMINISTRATOR To receive: a report from the faculty administrator |
| 47.1. | <p><u>Draft Annual Report on the Faculty Plan (2013/14)</u> The FA REPORTED that this review of the previous years' Faculty Plan was aimed at examining the validity of objectives, targets and also of KPIs set. The following points were NOTED</p> <ul style="list-style-type: none"> • A number of objectives concerning scholarships but also PGR were invalid as they had been overtaken by events • PGT scholarship process, in particular, needs to revisited as they are not looked at until May when the best candidates have already secured scholarships elsewhere. The ADR noted that the recruitment process for PGT and PGR scholarships will be looked at in September. • The draft Annual Report will now go to AB, please advise the FA of any comments <p>It was NOTED by the Chair that the faculty marking turn-around times needs to be re-visited for report before it goes to AB.</p> |
| 47.2 | <p><u>Administrative Review</u> The FA REPORTED that in the faculty administrative review process, all existing administrative staff have been placed and now a second round of interviews for remaining Grade 6 posts will take place on the week of the 9th of June for applicants outside the LSS faculty but within SOAS. By mid-June we should know the outcome.</p> |
| 48 | REPORT FROM THE ASSISTANT DIRECTOR (TEACHING AND RESEARCH SUPPORT) |
| 48.1 | The AD (Teaching and Research Support) REPORTED that library membership policy for research associates and others that had been approved in principle by EB has now been reviewed by the Pro-Director (Research). He has simplified this document such that it will need to go back to EB for review again. The AD additionally asked that FB review it as well. |
| 49 | REPORT FROM THE ADMINISTRATIVE REPRESENTATIVE To receive: oral report from the Administrative Representative |
| 49.1 | <p><u>The representative REPORTED:</u></p> <ul style="list-style-type: none"> • Faculty office are engaged with exams and have consequently reduced opening hours to students due to confidential material • Committee members are encouraged to attend the 'Re-presenting SOAS' event designed to build bridges between the academics and professional services. • Academics are encouraged to sign up for the training (soon to be available) for the |

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| | <p>Echo360 (lecture capture software) through Moodle. This software will be available in all lecture rooms while its use will remain optional.</p> <ul style="list-style-type: none"> • Departments are reminded that SEC forms for 2013/14 courses should be with Sarah Tucker in the ADD. • Departments are reminded that 2014/15 committee membership updates are required by the faculty office |
| 50 | <p>CENTRES To Consider:</p> |
| 50.1 | <p><u>Constitution for the London Asia-Pacific Centre for Social Science</u> The Chair identified this centre constitution as an altered version of a pre-existing faculty centre. It was agreed that the constitution should be circulated to the LIDC and to the China Institute to address possible overlap issues</p> |
| 50.2 | <p><u>Plans for the LSS review of department and faculty centres</u> The Chair NOTED that it has been a year since the new guidelines for the centres school-wide as approved by AB and those associated with the faculty and departments need to be re-assessed. He further NOTED that most centres showed activity, however there were three with insufficient activity. Following a discussion it was AGREED that:</p> <ul style="list-style-type: none"> • Centre for Ethnic Minority Studies will be given one years' probation • Centre for Politics of Energy Security will be given one years' probation • Centre for Law and Conflict should become a group |
| 51 | <p>DATE OF NEXT MEETING</p> |
| | <p>TBC</p> |

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FACULTY BOARD**

ACTION POINTS

29th May 2014

| <u>Minute</u> | <u>Action Required</u> | <u>By whom</u> |
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| 42.2 | 33.5 Carried forward - produce a report on the e-learning assistants for Moodle for the next year. | Law HoD |
| 42.4 | 37.1 Carried forward - Extract relevant information from Faculty Plan and send these separately to the HoDs Circulate Faculty Plan KPIs to FB members | FA |
| 44.2 | Investigate the Conversion rationale for UG recruitment statistics | Chair |
| 47.1 | The faculty marking turn-around times needs to be re-visited for faculty board report before it goes to AB. | FA |
| 48.1 | The reconsideration of the library membership policy document currently with EB after revision by the Pro-Director (Learning and Teaching) | FB |