

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

Faculty of Law and Social Sciences FACULTY BOARD

MINUTES

February 5th, 2015

Professor Chris Bramall
Professor Matthew Craven (Chair)
* Dr Laura Hammond
Dr Laurence Harris
Dr Stephen Hopgood
Prof Salwa Ismail
Dr Scott Newton
Dr Emilia Onyema

Professor Christine Oughton
*Ms Anna Seecharan
Dr Subir Sinha
Ms Hiba Sha-ath
*Ms Lara Shomuyiwa
Dr Kristin Surak
*Prof Jan Toporowski

In attendance:

Ms Beth Clark
Dr Gina Heathcote
Ms Elisabeth Harris
Ms Cate Knowles (Secretary)
Dr Dan Plesch
*Dr Colin Poulton

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

67	Dean's Welcome and Apologies
67.1	Apologies were received from Laura Hammond, Jan Toporowski, Gina Heathcote, Colin Poulton
68	Minutes of Last Meeting
68.1	The minutes of the meeting held on 30 th October 2014 were APPROVED
69	Action Points
69.1	<u>56.3 Library membership policy</u> The FA submitted feedback to the consultation on behalf of Faculty Board as agreed. A revised paper was subsequently put together by John Robinson and went to EB for first look. The paper is now going to Academic Board for agreement. Members of Academic Board should get feedback from colleagues before the meeting. The main proposed changes are that retired members of staff retain full access, research associates can have access as members of staff with payment through RAM (cost roughly £1,200 per associate) and bench fees for academic hospitality will be set by departments with a proportion of the fee going to central services. Library staff are looking at the detail to set it out clearly and identify implementation. Questions remain about what academic hospitality visitors are entitled to, but RAs are likely to be categorised as staff so would get electronic access.

69.2	<p><u>56.4 Research Leave</u> The Pro-Director for Research is drafting a proposal for Academic Board that research leave should move to 1 term after 8 or 9 terms. He wants to move to the principle that sabbatical leave should not be covered by fractional contracts except in exceptional circumstances which has implications for our curriculum and its flexibility. The move may have to happen over a period of time. The idea of being able to take any term of the block of 9 rather than having to complete 8 terms before leave is approved is being explored. The proposal might also move away from the idea of being able to bank leave. The proposal suggests that no more than 1 year of leave could be taken consecutively even if funded, but this would cause complications for longer projects. Having large numbers of people away for significant periods of time is a challenge for departments, particularly as it impacts on the teaching quality and research time available to those not on research leave. These issues can be discussed at Academic Board.</p>
69.3	<p><u>62.1 Monitoring Faculty Plan</u> This item will be discussed later on the agenda.</p>
69.4	<p><u>63.1 Risk Register</u> The required amendments were completed and the register submitted.</p>
69.5	<p><u>64.1 Requirements for Centres</u> Centres have been contacted and reminded of the requirements</p>
70	Matters Arising
70.1	There were no matters arising
71	Dean's Progress Report
71.1	<p>The Dean REPORTED: <u>REF</u> The Pro-Director Research has been in communication with the Dean about developing research environment and impact plans in the near future so we can take them forward in good time. There is likely to be a financial impact from the recent REF but the distribution across the School is likely to be uneven so it may not have too much impact on LSS. Finance is in the process of updating the RAM to take the impact on R income into account.</p>
71.2	<p><u>Student Recruitment</u></p> <p>Applications for UG programmes are looking reasonably healthy, particularly for Politics, Defims and Economics. The position for Law is also improving. There may be knock on effects on space and other areas from larger than expected class sizes in particular courses or programmes. The FAs are working with Estates to mitigate these. The School will make the necessary arrangements in cases of over-recruitment to allow departments to take on qualified applicants. New activities are being trialed to improve conversion rates, including further developing the CRM to allow tailored communication with offer holders, but relationships between marketing and departments could be strengthened. Most departments are also offering unconditional offers to strong UG applicants.</p>

	<p>Applications for PGT programmes are down on last year which could pose a problem but there is still time to gain ground. One department has proposed requiring deposits for unconditional offers, but the effect of this on applicants is unclear. It is too late to consider this for 15/16 entry, but it could be piloted for 16/17 entry. Members of the meeting AGREED that the Dean should raise this at EB.</p> <p>Action: Dean to raise possibility of deposits for PGT unconditional offers at EB.</p>
71.3	<p><u>Internships</u> The Careers Service are piloting internships in three departments who are interested (Economics, Defims and Law), but potential success depends on the resources available to support the programme.</p>
72	Report from the Associate Dean (Learning and Teaching)
72.1	<p>The ADLT REPORTED: <u>UG APRs and VE reports</u> FLTC discussed UG APRs and VE reports. The ADLT reminded programme convenors and HoDs of the importance of completing their APRs in the relevant timeframe which otherwise causes difficulties for the ADLT. She has noted which APRs were missing on her report to LTQC. VE reports require a written response from the Examination Sub-Board to the VE with a copy to FLTC.</p>
72.2	<p><u>Courses/programs approved/amended/withdrawn</u> Significant numbers of new courses have been approved. Some courses have been amended and a few withdrawn.</p>
72.3	<p><u>Language entitlement programme</u> This programme was oversubscribed this year which has cost implications for the faculty. The ADLT has asked for a breakdown of students to help understand take up, which saw more than 500 students take part this year. There may be a need to review the number of students who can take part but this would need further consultation.</p>
72.4	<p><u>SEC for term 1</u> There was a low take up rate but the data are being sent to HoDs. The take up rate needs to be improved which might mean looking at moving back to hardcopy evaluations although that causes other difficulties. A concern was raised about the confidentiality of the data and who should have access to it. The meeting also discussed whether the comments sections should be removed so that the survey is completely quantitative. There was a general discussion about how we can best evaluate our teaching. Action: ADLT to feedback to SEC working group.</p>
72.5	<p><u>New programmes</u> LTQC is discussing data on student numbers on new programmes over the last three years to check them against targets. Programme Convenors will be asked to comment and departments can then review the programmes to decide on necessary action.</p>

73	Report from the Associate Dean (Research)
73.1	<p>The ADR REPORTED: <u>Research money</u> There is still research money available in the faculty budget's which no one has yet applied for. The reasons being given for the lack of applications have been addressed, for instance most people have completed their TRAC forms, all applications for Research Assistants have been approved so colleagues should feel confident in applying and funding is now available in September, which is much earlier than in previous years. The end of financial year in July is still causing some frustrations, but the faculty is trying to set up a strategic fund to address these difficulties.</p>
73.2	<p><u>Research Ethics</u> The research ethics approval form for staff is almost finished and should be rolled out in the next few months. Everyone must complete the simple checklist but need only go into detail if issues of concern are identified.</p>
74	Report from the Faculty Administrator
74.1	<p>The FA reported: <u>Administrative Restructure</u> The FA has been in touch with HoDs about setting up a review of the new administrative structure in Term 2 through a working group which will include academic and administrative staff representation. An email will be sent to staff and students next week asking for comments.</p>
74.2	<p><u>Hub Project</u> The Hub Project Board has finished the procurement process for the online enquiries software which is currently being developed ready for implementation at the end of April.</p>
74.3	<p><u>Course Sign Up</u> School-wide dates have been agreed and course sign up will be live for UG and PGT returners from 16 March to 27 April to sign up for next year's courses. Departments are being encouraged to hold briefing meetings for students in the first two weeks in March to help them make decisions about courses. The communications team are working on information for staff and students at the moments.</p>
74.4	<p><u>Kick-off Meetings</u> The first kick-off meeting between staff in the Research and Enterprise Office, department staff and the PI was held recently. This is a new idea which we hope will clarify processes for PIs and enable the smooth running of new funded research projects.</p>
75	Report from the Administrative Representative
75.1	<p>The Administrative Representative was unable to attend the meeting but a written report will be circulated with the minutes.</p>

76	Faculty Plan
76.1	<p>The Dean confirmed that Governing Body has now formally approved the Faculty's strategic plan starting in 2015/16. There has been discussion between the Dean and Associate Deans about how to monitor the key deliverables. Most of the targets associated with the research area are being taken up through other processes.</p> <p>In this year's planning round (plans starting in 2016/17) more emphasis will be placed on department plans. The schedule has not yet been agreed but it should be confirmed soon. There will be an additional Faculty Board meeting late in the third term to look at the plan before it is submitted to Planning.</p> <p>Action: FA to set up additional Faculty Board meeting late in the third term</p>
77	L&SS Centres
77.1	<p><u>Change of Directorship of the Centre for Water and Development</u> The proposed change of directorship was AGREED.</p>
77.2	<p>Report from Centre for the Study of Colonialism, Empire and International Law Members of the Board AGREED that the report was satisfactory. The FA was asked to check for any further outstanding reports.</p> <p>Action: FA to check for outstanding reports</p>
77.3	<p>Proposal for Research Centre for Trust Research (CTR) This Centre was previously based at Sussex University. It was agreed that the Centre would move to SOAS when the Centre Chair moved here. The Defims HoD intends to circulate the proposal to the department for feedback before it goes to Academic Board. Members of Faculty Board AGREED to establish the Centre subject to departmental approval.</p>
78	Library Matters
78.1	<p>The library membership consultation was discussed under the Dean's report. There were no further matters raised.</p>
79	Date of Next Meeting
	<p>The next meeting is scheduled for May 28th, 2015 at 1:15pm</p>

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

**Faculty of Law and Social Sciences
FACULTY BOARD**

ACTION POINTS

5th February 2015

Minute	Action Required	By whom
71.2	Raise possibility of deposits for PGT unconditional offers at EB.	Dean
72.4	Feedback discussions to SEC working group for consideration.	ADLT
76.1	Set up additional Faculty Board meeting in the third term	FA
77.2	Check for outstanding reports from Faculty and Department Centres	FA