

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

Thursday 15 June 2006

**MINUTES**

Prof Bob Ash	Dr Sudipta Kaviraj
Prof Henry Bernstein *	Dr Jens Lerche
Dr Hong Bo	Ms Lara De Marco *
Professor Stephen Chan (Chair)	Prof Michael Palmer
Dr Matthew Craven	Ms Sonja Ruehl
Professor Ben Fine *	Dr Lynn Welchman *
Dr Jane Harrigan *	Evita Rackow (Student Rep) *
Prof Laurence Harris *	Indira Campos (Student Rep) *
Dr Stephen Hopgood **	

In attendance: Mrs Wangari Muoria-Sal (Secretary)  
Mrs Barbara Spina

Those members whose names are marked with an asterisk were unable to be present: (\*) gave apologies, (\*\*) were absent.

**70 MINUTES OF LAST MEETING**

70.1 The minutes of the meeting held on 11 May 2006 were APPROVED.

**71 MATTERS ARISING**

71.1 AUT Strike Action (Minute 49.1 refers) – it was CONFIRMED that a pay agreement had been reached and that the strike action had been postponed.

71.2 21/22 Russell Square (Minute 50.2 refers)  
It was NOTED that there was likely to be an imminent eviction, but that the date would not be announced as it would cause further delay.

**72 DISCUSSION WITH DIRECTOR OF DEVELOPMENT AND ALUMNI AFFAIRS, PAMELA BARRETT**

72.1 Pamela Barrett thanked the Faculty Board for the invitation and opportunity to report on the Development and Alumni Affairs Office. She also expressed that she would be happy to attend such meetings regularly in order to develop a good working relationship with all three Faculties.

72.2 The strategies being taken to move towards successful fund raising were NOTED:

- The School had recently purchased a new database, which should help faster and effective communication with SOAS alumni
- Locate potential donors
- Improve communication with Alumni
- Transform with long range development

- Focus on scholarships – target large corporations

72.3 It was NOTED that the Development and Alumni office were assessing the feasibility as to whether the School could embark on capital for a new building – which would guarantee revenue, encourage donors etc. Michael Palmer and Sonja Reuhl volunteered to help assist the Director in developing a proposal for this venture.

72.4 It was NOTED that the Office would like to be consulted first before any fundraising projects were embarked upon – and that the Office would be shortly be preparing a ‘How to’ pack for staff who may wish to embark on projects to raise money for the School, and that they would also be offering a range of workshops which focused on how to prepare proposals for fund raising.

### **73 DEAN’S REPORT**

#### Budget 2006/7

It was NOTED that it was not impossible to achieve a balanced budget for 2006/7, but that the Governing Body would be asked to approve an £800,000 deficit.

#### Recruitment 2006/7

It was NOTED that the Faculty Administrator had circulated a breakdown of the admissions figures and there was cause for concern about these. The Associate Dean reported that she had called for an urgent meeting with the new Director of Admissions to discuss the figures. Members of the Faculty Board felt that the delays to the process, and the resultant number of applications still mid-process, was causing delays to accurate figures.

### **74 REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING PG)**

#### Double marking of exam scripts, coursework and dissertations

The new regulations on the double marking of examinations scripts, coursework and ISPs/Dissertations were NOTED.

#### Procedure for marking exam scripts (carried forward from last Agenda)

The new proforma for marking exam scripts, recommended by the FLTC was APPROVED, with the recommendation that, in future, the form be made shorter, for example to allow for two lines for each question answered.

#### MA/MSc marking scheme

The new MA/MSc marking scheme regulations were NOTED and WELCOMED. The Associate Dean reported that the new MA/MSc marking Scheme brought SOAS in line with other institutions.

### **75 REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING UG)**

#### Examination Marking

It was NOTED that colleagues were doing their best to meet the new exam marking deadline circulated in lieu of the AUT strike action being lifted.

75.2

Personal Tutors

It was REPORTED that the pilot scheme in 05/06 not to have formal Personal Tutors had been successful. The Associate Dean reported that there had been no evidence that suggested that it hadn't worked – that instead students were directed by the Student Support office to the appropriate professional service e.g. Counseling Office, Disability Office etc.

Faculty Board AGREED that the Faculty to continue with this procedure. It was AGREED that the Associate Dean would report to the other two Faculties who would then decide what scheme they would wish to follow.

**76**

**REPORT FROM ASSOCIATE DEAN (RESEARCH)**

76.1

Internal Research Allocation

It was NOTED that the Faculty's unallocated Internal Research budget of £6,000 would be given priority to PhD students and junior academic staff. It was AGREED that the Associate Dean should take Chair's Action for allocation of the grant.

76.2

PhD Supervision

The paper on supervisor training courses for new members of staff was NOTED. It was also suggested that the training could also be available to PhD students who were employed to teach.

**77**

**VISITING EXAMINERS REPORTS 2004/5**

77.1

The Summary Report of the Visiting Examiner Reports for 2004/5 was NOTED.

77.2

The Dean reminded members that the School would be subject to a QAA Institutional audit in 2006/7.

**78**

**WORKLOADS**

78.1

As requested by the Pro-Director, the Workload Calculations paper was DISCUSSED. The Board wished to add 6 key points to any eventual model:

1. Taking DeFIMS as a prime example, but one that might eventually be replicated elsewhere in the Faculty, the model should provide for the specialist work (and time) involved in distance education.
2. The Faculty does not agree that all administration is equivalent throughout the School. An Admissions Tutor in L&SS, for example, might transact several hundred applications and take far more time about it than an Admissions Tutor working in tens. Similarly, departmental u/g and p/g tutors, handling many more students than elsewhere, will have larger loads.
3. The Faculty was not persuaded that load weighting should peak at 35 and above. That 'above' might easily mean that classes of 135 are calculated as bearing load equivalent to classes of 35.
4. The model measures teaching by Faculty members, but should also factor in the SUPERVISION of EAA who help teach aspects of the same course.

5. The Faculty thought that guaranteed office hours should attract workload calculation.
6. Finally, the Faculty thought that teaching for other colleges through, e.g. intercollegiate programmes, or time spent in operating e.g. the external LLB programme should be load bearing in terms of our calculations.

## **79 PROGRAMME PROPOSALS**

79.1 It was CONFIRMED that the following new PROGRAMMES had been recommended at the Faculty Learning and Teaching Committee as follows:

- MSc Globalisation and Development

It was NOTED that the Development Studies department would like this programme to remain within the Department. However, as it was considered to be interdisciplinary, the HOD for Politics asked to discuss the programme contents first with the Politics Department before it is agreed to be recommended to L&TPC. It was AGREED that Chair's Action would be taken.

## **80 COURSE PROPOSALS**

80.1 It was CONFIRMED that the following new COURSES had been recommended at the Faculty Learning and Teaching Committee as follows:

- Comparative Political Sociology of Asia and Africa (Politics UG).
- Applied Econometric Techniques (Economics UG)
- Globalisation, Governance and Development (Development Studies PG)

These courses were APPROVED.

## **81 COURSE AMENDMENTS**

81.1 (i) It was CONFIRMED that the following COURSE AMENDMENTS had been recommended at the Faculty Learning and Teaching Committee as follows:

- Introduction to Global Forced Migration Studies (Development Studies UG) [*Title amended*]
- Procedural Principles and Ethical Standards (LLM) (Law PG)
- Comparative Procedures: Principles and Ethics (Law PG)

81.2 (ii) these are to bring the formal paperwork in line with the actual current practice re assessment weightings:

- 151010001 Development Conditions and Experience
- 153400014 International Politics
- 155200006 Family Law
- 155200030 Law and Development
- 15PECC012 Cost Benefit Analysis for Developing Countries
- 15PECC015 Economics of Industry
- 15PECC040 Research Methods in Political Economy II
- 15PECC341 Economic Development of the Middle East

- 15PECH001 Economics, Social Theory and Development
- 15PLAC008 Comparative Commercial Law (LLM 63)
- 15PLAC029 Ethnic Minorities and the Law (LLM 17)
- 15PPOC026 Comparative Politics of the Middle East

These amendments were APPROVED.

## **82 NEW YORK UNIVERSITY OF LONDON – COURSE PROPOSAL**

82.1 It was CONFIRMED that the following new COURSES had been recommended at the Faculty Learning and Teaching Committee as follows:

- State and Society in Africa with special reference to Ghana

The course was APPROVED by Faculty Board, with the agreement that students cannot take both this and ‘State and Society in Africa’ due to curriculum overlaps.

## **83 TAIWAN STUDIES CENTRE**

83.1 The draft constitution for the new centre was ENDORSED by the Faculty Board. It was also NOTED that the Dean would recommend that Chair’s Action be taken in order for the Taiwan Studies Centre to be put on the books as soon as possible. It was also suggested that ‘Research’ be added to the Centre’s name.

## **84 RANGE OF TEACHING**

84.1 The Range of Teaching at SOAS proposal (approved by Academic Board) was NOTED.

## **85 ANY OTHER BUSINESS**

85.1 It was NOTED that there was none.

WM (with amendments by CH)  
Confirmed by Chair