

SOAS
Faculty of Law and Social Sciences
FACULTY BOARD

Wednesday 26 October 2005

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	
Prof Laurence Harris	
Dr Stephen Hopgood	

In attendance: Ms Carolyn Heath (Secretary)
Mrs Barbara Spina

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

1 TERMS OF REFERENCE AND MEMBERSHIP

- 1.1 The terms of reference and 2005/6 membership were NOTED and CONFIRMED.
- 1.2 L&SS membership on Faculty and School committees were also CONFIRMED.

2 MINUTES OF LAST MEETING

- 2.1 The minutes of the meeting held on 1 June 2005 were APPROVED as an accurate record.

3 MATTERS ARISING

- 3.1 Faculty Research Grants (Minute 109.1 refers)
It was NOTED that the £25,000 was made available towards the end of 2004/5 – the majority of bids made were approved. It was CONFIRMED that the monies should be spent within 2005/6.
- 3.2 HR Update (Minute 109.2 refers)
It was NOTED that the new Director of HR is now in post, Mr Peter Mitchell. It was also NOTED that it is expected that HR will return to the Russell Square campus.
- 3.3 HERA Steering Group (Minute 109.3 refers)
It was NOTED that the HERA Steering Group are overseeing the implementation of the common pay spine. Unfortunately anticipated progress has not been made as the library had been planned to be a pilot. It was NOTED that renegotiation will progress without a pilot, and that it will be operationalised under the management of HR.

- 3.4 EAA Budget 2005/6 (Minute 109.4 refers)
It was NOTED that the 2005/5 EAA budget has been safeguarded with some increases due to additional student numbers.
- 3.5 Butler Report (Minute 110.2 refers)
- 3.5.1 It was NOTED that the Governing Body have approved that the Law Department is to be renamed the School of Law (with effect from 2005/6).
- 3.5.2 It was NOTED that faculty plans for the expansion of the School of Law will be forthcoming within the next few months, and will be presented to the Faculty Board for discussion.
- 3.6 RAE (Minute 110.3 refers)
- 3.6.1 It was CONFIRMED that funds have been identified for L&SS to hold mock RAE assessments over the next few months. Heads of Department are asked to inform Stephen of suggested external consultants to run these.
- 3.6.2 It was NOTED that the results will guide the Department and Faculty regarding the preparations and submission for the formal process in 2007.

4 DEAN'S REPORT

- 4.1 Recruitment
- 4.1.1 It was CONFIRMED that L&SS have met the overall 2005 entry recruitment targets, as has the Language Centre. However, the other Faculties and IFCELS have not – it is expected that the overall deficit will be significant.
- 4.1.2 It was NOTED that the Dean will continue to make the case that the Faculty should therefore be excluded from the inevitable claw-backs. The implementation of the 3rd year of the Faculty/Department Business Plans will go ahead as planned.
- 4.1.3 It was also NOTED that final requests for additional EAA and other staffing requirements are being committed in the next few days after the meeting.
- 4.1.4 Faculty Board requested that the School takes action to address the continuing imbalance between the three faculties.
- 4.2 RAE
- 4.2.1 It was NOTED that the Research Policy Committee has discussed the possibility of naming a senior academic as a co-ordinator for the school-wide RAE process. This was welcomed by the Faculty Board.

5 REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING PG)

- 5.1 Publication of interim results
- 5.1.1 It was NOTED that FLTC had discussed the possibility of releasing interim results to MA/MSc students after the summer exams. Departments are requested to feedback to the next FLTC meeting.

5.2 Course Title Amendment Process

5.2.1 It was CONFIRMED that the abbreviated process for approving course title amendments is only possible where there is a current full proposal form on file at Registry. Faculty Board supported this process as being entirely appropriate.

5.3 Reading Lists

5.3.1 Academic staff are requested to send electronic reading lists to the Faculty Librarian (bs24@soas.ac.uk) immediately – it was NOTED that these should always include the date (eg 2005/6).

5.4 Recruitment and Admissions

5.4.1 It was NOTED that the new Head of the recently formed Recruitment and Admissions (David Atkins) will be coming to the next FLTC meeting. It was also NOTED that the Faculty Administrator is in the process of organising a series of meetings with David and Admissions Tutors / Heads of Department.

6 **REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING UG)**

6.1 Plagiarism

6.1.1 It was NOTED that concern has been raised on a number of occasions regarding the lack of policy, procedures and penalties for plagiarism. It was NOTED that this had been recently raised at the Faculty Administrator's monthly meeting with Registry staff. FA to update at next meeting.

7 **REPORT FROM ASSOCIATE DEAN (RESEARCH)**

7.1 ESRC Recognition

7.1.1 It was NOTED that Economics, DeFiMS and Development Studies had each made recognition submissions to ESRC during the summer. Ben Fine was particularly thanked for his role in meeting the deadline.

7.1.2 It was NOTED that there is a need to build institutional / faculty memory for this and other similar exercises which occur rarely.

7.1.3 It was also NOTED that we all need to work hard to improve communication within the Faculty, particularly in relation to tasks agreed within the Faculty Committees.

7.2 RAE

7.2.1 It was NOTED that this was considered at length at the recent Faculty Research Committee meeting. The committee supported the notion of centralised co-ordination for the RAE preparations and submission, in addition to welcoming the opportunity to take advantage of funds available for mock assessments.

7.3 Internal Research Allocation

7.3.1 It was NOTED that research active academic staff are encouraged to apply for the £400 available during 2005/6 to support research activities. Notification of Interest should be sent to Michael Geary (mg43).

7.3.2 It was noted that the funds not requested by academic staff will be available for MPhil / PhD students to attend conferences (up to £250 per student, with written support by their supervisor).

7.3.3 It was NOTED that the Research Office have worked with the FRC to draw up guidelines of what the Internal Research monies can be used for. [Appendix D]

8 WEBSITE DEVELOPMENTS

8.1 Faculty Board welcomed Hannah Lemon, the new Communications Manager, who gave an update regarding the recently approved developments of the SOAS website.

8.2 It was NOTED that a budget has been secured for the development of the website, initially the public internet site, to be followed by developments to the internal intranet.

8.3 The first phase of the development has been to analyse the current provision and to make recommendations. Key developments will be:

- Redesign the site navigation
- New content management (no longer using Digit)
- Re-design the 'look and feel' of the site
- Re-evaluate and simplify the content structure, and introduce more varied types of information (images etc)
- Content will be re-written in consultation with departments/faculties and with external support.

8.4 A summary of the report was TABLED, including a timeline for the developments.

8.5 It was CONFIRMED that the developers are working closely with the LTU regarding multi-media learning & teaching issues.

8.6 It was NOTED that a development version of the site is currently being updated which will shortly be available for comment.

8.7 All staff are invited to contact Hannah if they wish to make comments to the plan by emailing her on webdevelopment@soas.ac.uk

9 NEW COURSE PROPOSALS

9.1 It was CONFIRMED that the following changes to COURSE TITLES had been recommended at the Faculty Learning and Teaching Committee as follows:

- The State and Society of Africa (changed from Political Evolution of Africa) (Politics UG)

This new title was APPROVED.

9.2 It was CONFIRMED that the following NEW COURSES had been approved by Chairs Action since the last meeting:

- Neoliberalism and the State: Society, Politics, Culture (PG Devp Studies / Anthropology)
- War to Peace Transition (PG Development Studies)
- Multinational Enterprises and the Law (PG Law – MA)
- Procedural Principles and Ethical Standards (PG Law – MA & LLM)

These courses were APPROVED.

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

- Law, Development and Globalisation (LLM 100) (Law PG)
- Comparative Politics of the Middle East (Politics PG)
- International Politics of the Middle East (Politics PG)

These courses were APPROVED.

9.4 It was CONFIRMED that the following COURSE AMENDMENT had been recommended at the Faculty Learning and Teaching Committee as follows:

- Introduction to Law and Legal Processes (Law UG – changes to examining methods)

These courses were APPROVED.

10 PEER OBSERVATION OF TEACHING

10.1 The requirement for EAA and probationary staff to be peer-observed this term was NOTED as agreed during 2004/5.

11 EAA OFFICES

11.1 It was NOTED that additional and better facilities for EAA staff are urgently required. It is hoped that the recent building works will allow improvements for 2006/7.

11.2 It was NOTED that the Dean and Faculty Administrator will continue to raise this at every opportunity.

12 DEFIMS REGULATIONS 2006

12.1 The proposed changes to regulations for Distance Learning programmes for 2006 were APPROVED.

13 ANY OTHER BUSINESS

13.1 It was NOTED that there was none.

CJH
21 November 2005
Confirmed by Chair