These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

SOAS
Faculty of Law and Social Sciences
FACULTY BOARD

4th June 2008

MINUTES

Alex Abreu (PG Student rep) *	Dr Stephen Hopgood
Prof Christopher Cramer*	Dr Tat Yan Kong
Professor Matthew Craven (Chair)	Dr Costas Lapavitsas
Mr Luke Dillon *	Prof Machiko Nissanke *
Mr Ian Edge*	Mabasher Rasul (UG student rep) *
Mr Norman Flynn	Ms Sonja Ruehl
Dr Jane Harrigan	Dr Alfredo Saad Filho
Prof Laurence Harris *	Dr Lynn Welchman *

Sue Yates, Director of Business Development - Interface

In attendance: Mr Simon Buller (Secretary)
              Mrs Barbara Spina

Those whose names are marked with an asterisk were unable to attend the meeting.

1   GUEST PRESENTATIONS AND DISCUSSIONS
1.1   Sue Yates – 3rd Stream Income Examples
          Sue Yates PRESENTED some pertinent examples of how Interface can be involved in supporting 3rd stream income activities.

          Members were INVITED to discuss this with their departments and to contact Interface with any queries or potential opportunities.

2.0   MINUTES OF LAST MEETING
2.1   The minutes of the meeting held on 30th April 2008 were APPROVED as an accurate record with the following corrections:

          9.1 (i) Marketing for Small Agribusiness – Is a CeDEP course and not DeFiMs

3.0   MATTERS ARISING
3.1   It was AGREED that no matters were arising from the minutes of the last meeting not appearing elsewhere on the agenda except the following issues:

          (3.1) It was NOTED that the BLE site had been launched to enable members to access the documents for Faculty Board online.

          (3.4) It was NOTED that under current school systems Faculty Board members cannot have deputies or stand-ins as they are not representatives of departments rather members in their own right. It was AGREED that if issues must be raised and reported back, the absentee member should invite a guest to the committee to present/discuss their issue and or to take notes.

(3.5) It was NOTED that Committee Representatives have been APPROVED at Academic Board. A notification was sent to the Faculty.

(3.6) It was NOTED that no members had responded to the Dean's request for information on Erasmus links.

(6.2) (i) It was NOTED that there is a delay to updating the course proposal forms but will be completed over the summer in time for the new academic year.

(6.2) (ii) The Associate Dean (Research) NOTED that the Composition of Exam Panel and the process of approving a research student upgrades has changed. Decisions do not need to go to University of London. The Faculty can set the committee and do not require external input. It was AGREED that the AD would circulate a paper on this.

(6.2) (iii) The Associate Dean (Research) NOTED that discussions are continuing to take place about choice of field of study for research students. It was highlighted that this choice must exist as it determines the type of training programme that should be received. Further discussions were to take place about process and the AD was to report back at the following committee meeting.

4.0 DEAN'S REPORT
4.1 Blackboard Site
It was NOTED that the Faculty Office BLE site had been published and that the plan is to expand this to provide an online administrative service to academics. The Dean INVITED members to send any suggestions to the Faculty Administrator on how this site can be used and expanded.

4.2 Personal Tutors
It was NOTED that the Learning, Teaching and Quality Committee (LTQC) and Academic Board (AB) approved the school proposal (see Minute 4.3 30th April Faculty Board) to appoint Personal Tutors in order to improve the tutor/student ratio and meet QAA requirements. The 30th April 2008 Faculty Board decision was to RECOMMEND that Heads of Department review the proposal and feedback at the following meeting to then make a decision. Therefore members have had issues with i) the process of decision making ii) what tutor programme to implement.

i) It was AGREED that it should be NOTED at LTQC and AB the Board's disappointment with the decision making process.
ii) It was AGREED that the Dean and Faculty Administrator provide two proposals with supporting statistics. First, that all academics become Personal Tutors but with a more robust Faculty Officer and Year Tutor support system. Secondly, to increase the amount of Year Tutors and role of Faculty Officer.

5.0 REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING)
5.1 Proposed change to postgraduate taught Masters regulation relating to two year part-time students

A proposal was AGREED to allow two-year part-time students on Masters courses to study half and full course elements in the following patterns 2+2, 1.5+2.5, 2.5+1.5. In addition they can also study only one element in either the first or final year ie: 1+3 or 3+1.

5.2   <u>Marking of permitted materials in examinations</u>
       It was NOTED that recent issues arose in Law examinations about what exactly students are allowed to take into open book exams. It was AGREED that regulations should follow 8.17 of the Old Intercollegiate LLM Regulations. Only specified materials outlined by the examiner may be taken into the exam and only underlining, plastic tags and flags are permitted. Tags can only be 2cm wide with only two words written on them. No additional writing on the documents are allowed.

5.3   <u>BA/BSc courses assessed by coursework only</u>
       It was NOTED that BA/BSc 1994 regulation 17.3 stated that not all courses in the three years could potentially be 100% coursework. It was AGREED to delete regulation 17.3 to allow any course to be 100% coursework.

5.4   <u>Updated proposal and amendment forms</u>
       It was NOTED that the new course proposal and amendment forms had been updated by the Faculties and Registry. It was AGREED that these forms are now used on the proviso that the following amendments are made:

       1) Section 23b of UG Course Proposal Guidelines – the final paragraph is removed as this contradicts the *BA/BSc courses assessed by coursework only* that was agreed in the previous agenda item.
       2) The forms should state which department the convenor(s) is/are from
       3) Mode of study should be stated
       4) To have a 'relevant department' section to highlight to other departments where potential disciplinary overlap takes place and specific attention is needed.

6.0   REPORT FROM ASSOCIATE DEAN (RESEARCH)

6.1   <u>Code of Practice for Research Degrees</u>
       It was NOTED that a code of practise for research degrees was being formulated and the AD would report back on it development.

6.2   <u>Log Books</u>
       It was NOTED that there has been discussion about who maintains the PhD/Supervisor log books. Whilst it was suggested that academics do this, it was highlighted that the books are written in the format for the student to complete. The document will soon be made electronic and should solve this issue.

6.3   <u>Gearing Students to Complete PhD in Four Years</u>
       It was NOTED that there has been further discussion on the requirement to get PhDs to complete their degrees within four years as this greatly affects the income that the school receives. It was AGREED that greater monitoring needs to take place after year 1 upgrades. Suggestions were directed toward reserving the right to downgrade students at the end of year two if they do not meet agreed requirements. It was highlighted that this might be difficult as often students are on research leave. The Associate Dean AGREED to write

a proposal for consideration.

6.4 <u>AHRC Funding for Research Students</u>
It was NOTED that AHRC funding is now available to research students. They can apply for up to £300 each in addition to the £250 offered by the faculty. The money can be spent on anything related to research training and it is encouraged that this money is used for internal research events. It is understood that there will be a surplus and the Faculty need to judge how it may fund larger events or activities for the student.

7.0 FACULTY ADMINISTRATOR UPDATE

7.1 <u>Online tutorial signup</u>
It was NOTED that LTU have a new timetabling system which has an online package that allows students to sign up for courses and choose tutorials. In addition LTU have funding for a new post who will support this project. The Faculty Administrator informed the Board that he is working with Mark Humphreys to develop the potential to use this system for Economics, Development Studies and DeFiMs Masters students this year. The board responded that this is good news but full risk analysis must be completed as the technology has failed before.

7.2 <u>E-study pack</u>
It was NOTED that due to Library developments the pilot study pack would not be continued next academic year. Instead, greater electronic access to material via BLE was planned.

7.3 <u>Online coursework submission – feedback & next stage</u>
It was NOTED that the pilot for online coursework submission was a success. The feedback demonstrated that those who were new to this technology found the experience very pleasing and improved quality and time. In addition those experienced found the system to be reliable and up to standard.

The Faculty Administrator NOTED that to improve administrative procedures the Faculty Office would like investigate the move to making all courses in the Faculty online submission. It is believed that the time saved not dealing with essays balanced with printing them for academics was still great. The issue about online marking for the Faculty was discussed. It was AGREED that the Faculty Administrator complete a Feasibility Study to present to Departments, FLTC and FB before any decision was made. The Faculty Administrator highlighted that the original plan was simply to improve administrative procedures and if academics prefer printed essays, this can easily be arranged by the Faculty Office.

7.4 <u>Recruitment of staff</u>
It was NOTED that applications have been received for five positions in the Faculty Office: 2 x Faculty Officer, Academic Support Office; 2 X Faculty Officer, Student Support Office and 1 x Assistant Faculty Officer, Student Support Office. Interviews are to take place in weeks commencing 30th June and 7th July 2008. The Faculty Administrator also highlighted that discussion would also need to take place about allocation of departments to positions. This would involve discussion with the administrative team, Heads of Department, Dean and Associate Deans.

7.5   Quality processes
It was NOTED that the Faculty Office recently had a workshop to monitor workflow of course proposals from conception to delivery. A new procedure of ownership was outlined to ensure all process are completed. Similar workshops will be run to look at other administrative responsibilities such as: assessment, programme proposals, course amendments and deletions and recruitment.

8.0   FACULTY ISSUES

8.1   Course Templates
Professor Saad-Filho NOTED that the development studies department had worked with the Dean and Carolyn Heath to create a new Course Guide template. The Political Economy of Development course information was transferred to the template. It was agreed that the new design made the programme look more professional and easier for students to navigate. With the positive comments came some warning that some academics would not be happy to adopt this template to their courses. The Faculty Administrator emphasised that this type of development is very important from both a customer service issue to students as well as the pedagogical need to clearly outline expectations that students should have about the course. It was AGREED to leave the choice but all departments should be encouraged to use this template and to see how well it is adopted.

8.2   Library e-journals
It was NOTED that the Library were planning to expand their electronic collections access to levels 4&5 beyond the current 3. In addition access to Title Search packages which allows searches where Jstore stops. They are also looking at publication access directly with publishers such as Sage and Blackwells.

9.0   PROGRAMME PROPOSAL

9.1   It was NOTED that the following new PROGRAMME proposals were received:

CeFiMs
    (i)   MSc Finance – Part 3 (already approved by Chairs Action)
    (ii)   PG Diploma Finance – Part 3 (already approved by Chairs Action)

DeFiMs
    (iii)   BSc International Management (China) Pt1

Development Studies
    (iv)   MSc Migration Mobility and Development Pt1

Near and Middle East Department
    (v)   BA Islamic Studies Pt1 (L&C)

These PROGRAMMES were APPROVED except MSc Migration Mobility and Development Pt1 as it should have had Part2&3 included. It was AGREED that this could be confirmed via Chair's Action.

10   COURSE PROPOSALS

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

Development Studies
   (i)   Issues in Borders and Development in the Age of Globalisation UG

Politics and International Studies
   (ii)   Globalisation and Global Governance UG

+ Late item
Law
   (iii)   Dispute Resolution and Conflict Management: Special Applications

These courses were APPROVED.

11   COURSE AMENDMENTS

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

15PDSH019	Dev Studies	Problems of Development in the Middle East and North Africa PG
15PLAC139	Law	Modern Chinese Law PG
15PLAC110	Law	Foundations of Chinese Law PG
15PLAC104	Law	Alternative Dispute Resolution PG
15PPOC017	Politics	State and Development in Africa and Asia PG

+ Late item

155200054   Law   Law and Institutions of Contemporary China

These course amendments were APPROVED.

12   ANY OTHER BUSINESS

12.1   Date of next meeting was NOTED as Wednesday 22nd October 2008