

SOAS
Faculty of Law and Social Sciences
FACULTY BOARD

26 November 2008

MINUTES

Professor Christopher Cramer *	Dr Tat Yan Kong
Professor Matthew Craven (Chair)	Dr Costas Lapavitsas
Mr Richard Story	Dr Martin Lau
	Irfan Mehmood (PG Student rep)
Mr Norman Flynn *	Dr Dan Plesch
Professor Jane Harrigan	Ms Sonja Ruehl
Professor Laurence Harris	Professor Alfredo Saad Filho
Dr Salwa Ismail	Dr Jan Toporowski
	Professor Lynn Welchman

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 SPEAKERS

1.1 It was NOTED that the Board would like to thank Nick Butler, Head of Student Recruitment and Michael Sherry, Head of Media Marketing and Print for their attendance. The key discussion points were NOTED as:

Now that Faculty Planning and Resource Allocation Model is introduced Marketing will be working more closely with Faculties and respective Departmental convenors to develop Marketing activities in alignment with planning

Marketing are currently meeting with Faculty administration to arrange improved web publishing ability. This will mainly be achieved through increased training and appointments of super-users who will have publishing rights. In addition, a new Content Management system will be introduced next year which will improve usability

Discussions took place around the use of flyers and adverts for marketing programmes. It was stressed that a mixture of printed advertising, electronic (home and external websites), open days and international fair attendance and presentations all need to be considered for their impact and that Marketing and Recruitment would help to consult what activities are best for what campaigns. It was suggested that this would be a particular process of faculty planning to aid setting targets

Recruitment currently have seven members of staff of which three manage to visit 18 countries. It was NOTED that SOAS staff travelling to international locations should contact recruitment as they could attend or hold a School recruitment event whilst there and get funding support for this

It was AGREED that the Director of CISD, together with Recruitment, should develop a paper on 'discounting policy'.

2.0 MINUTES OF LAST MEETING

2.1 The minutes of the meeting held on 22nd October were APPROVED as an accurate record except for the following NOTED amendments:

2.2 (4.2) removal of the word 'Personal' regarding the phrase 'Personal Tutors'.

3.3 change the name from Nick Foster to Nick Butler

4.3 the UoL ESQASLSS meeting was inquorate for the 2nd time

MATTERS ARISING

It was AGREED that no further matters were arising from the minutes of the last meeting not appearing elsewhere on the agenda except for the following issues:

3.2 Permanent Fractional Staff

It was NOTED that payment had been organised for new casual staff who so far had not received any remuneration with back dated pay for October. In addition permanent fractional staff would receive their variations amounts including those missing from October. All staff also receive the 5% cost of living national pay award.

3.3 Faculty Plans

It was NOTED that Faculty plans have now been approved by the Resource and Planning Committee. These will now go to Governing Body on 10th December 2008. However, it was highlighted that all plans are on hold until January 2009 as the School awaits the outcome of the RAE results on 18th December 2008.

6.2 Workload Model

It was NOTED that the Workload Model forms were now being distributed to academics via the Faculty Office. The exercise was not designed for purposes of comparison but rather for purposes of transparency and to give Heads of Department a clear idea as to what their staff were doing. It was also seen as an opportunity for staff to demonstrate how much work they are doing.

It was AGREED that the Faculty Office first collect data for the previous academic year of 2007/8 by December and have the results published to Heads of Departments and the Deans. A decision with how to disseminate (if at all) would then be made in the following Faculty Board on 22nd January 2009. The Faculty Office would then begin collating real-time data for this academic year in January 2009.

3.0 DEAN'S REPORT

3.1 Internal Audit

It was NOTED that an Internal Audit of the Faculty will be undertaken in 2009 by the Kingston City Group. It is most likely to involve the Dean and Faculty Administrator and the Board would be updated as to its progression.

3.2 Review of the role of Heads of Department

It was NOTED that the HR department on behalf of the School is leading a project to review the role of the Heads of Department.

3.3 HEIF IV funding

It was NOTED that there remained considerable funding for '3rd stream revenue'

activities within the School. The potential for Summer School programmes or develop of pre-sessional programmes were discussed.

4.0 REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING)

4.1 Programme change requests

It was NOTED that Associate Dean continues to receive requests to change Programmes as late as 26th November 2008.

4.2 Course proposal deadlines

It was NOTED that those considering new courses for the 2009/10 academic year need to submit their forms by the 5th February Faculty Learning and Teaching Committee

4.3 Credit transfers

It was NOTED that in alignment with Bologna Accord, School CATS points will convert to ETS credits. This is partly designed to bring alignment and the chance for students to study at multiple locations. The Board did not CONSIDER any change to existing access to programmes.

5.0 REPORT FROM ASSOCIATE DEAN (RESEARCH)

5.1 Research Fund Applications

It was NOTED that the first round of applications took place for Faculty Research Funding. The initial £10,000 was not all spent although the amount of applications were very high. Funding was provided to those that were perceived to lead to greater achievements for the Faculty. It was AGREED that the remaining funds would be used to further support applications in the 2nd round.

5.2 Nominations for Research Panel members

It was NOTED that Heads of Department must NOMINATE an academic staff member to join Faculty Research Panel.

5.3 PhD Student Registration and Supervision

It was NOTED that an issue existed regarding a PhD student who wished to be registered as Economics and thus receive training, and to be supervised by a Development Studies academic. It was RECOMMENDED that the Head of Department or Admissions Tutor speak with Marcus Cearny in Registry to establish how this is enabled within regulations and administration.

6.0 REPORT FROM FACULTY ADMINISTRATOR

6.1 BLE Development Board

It was NOTED that Online Coursework Submission pilots are commencing across the Faculties. Law and Social Sciences have chosen one course per department and due to start in January 2009. Further details will be updated in the following Faculty Board.

It was agreed that Development Studies could join the Library pilot to electronically link reading lists to online materials. The Faculty have secured £1800 to fund this.

6.2 Department of Financial and Management Studies

It was NOTED that Prof Laixiang Sun was nominated as Head of Department for DeFiMS from January 1st onwards.

7.0 COURSE PROPOSALS

7.1 It was CONFIRMED that the following NEW COURSES had been recommended

at the Faculty Learning and Teaching Committee as follows:

CeFiMs

- Research Methods
- Public Policy and Management

8.0 COURSE AMMENDMENTS

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

Postgraduate DeFiMs (CeFiMs) Amendments to MSc Public Policy and Management Programme::

- (a) Public Policy and Management: Perspectives and Issues
- (b) Human Resource Management and Development
- (c) Management Information and Information Systems
- (d) Managing Organisation Change
- (e) Decentralisation and Local Governance
- (f) Privatisation and Public-Private Partnerships
- (g) Public Financial Management: Planning and performance
- (h) Public Financial Management: Revenue
- (i) Project Appraisal and Impact Analysis

Postgraduate CeFiMs Amendments to courses following approval of the MSc Finance programme:

Note: change to CATS credit rating for the following courses which derived from the old programme for re-approval, with modification to the CATS rating.

- (a) Bank Financial Management [old course code: C222]
- (b) Macroeconomic Policy and Financial Markets [old course code: C225]
- (c) International Finance [old course code C229]
- (d) The IMF and Economic Policy [old course code: C213]
- (e) Quantitative Methods for Financial Management [old course code: C219]
- (f) Corporate Finance [old course code: C221]
- (g) Banking and Capital Markets [old course code: C226]
- (h) Econometric Principles and Data Analysis [old course code: C230]
- (i) Econometric Analysis and Applications [old course code: C232]
- (j) Risk Management: Principles and Applications [old course code: C223]

Note: Course modified for CATS credit rating AND change of course title:

- (k) Microeconomic Principles and Policy [previously Microeconomic Theories and Applications –15PFMC214].

CISD Postgraduate Course Amendment:

- General Diplomatic Studies and Practice

9.0 ANY OTHER BUSINESS

9.1 The Head of Department for Development Studies PROPOSED that a School policy should be introduced to reserve Brunei Gallery Lecture Theatre for all classes of students above 150. It was AGREED that a paper should be submitted to the Dean who will then present this to Executive Board.

It was NOTED the Head of Department for Development Studies PROPOSED that in order to minimise student movement between Vernon and Russell

Squares that IFCELS and BA year 1 students be moved to Vernon Square. The Head of Department for Development Studies PROPOSED that a guest speaker is invited to every Faculty Board. It was AGREED that Director of Finance be invite to the next event.

10.0

NEXT FACULTY BOARD

10.1

Date of next meeting was NOTED as Thursday 22ND January 2009 at 1.15pm
Room 116