

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

3 June 2009

MINUTES

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

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

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

27. MINUTES OF LAST MEETING

27.1. The minutes of the meeting held on 6 May 2009 were APPROVED as an accurate record.

28. MATTERS ARISING (INCLUDING ACTION POINTS)

28.1. Deposits (minute 16.1 refers)

It was AGREED that Heads of Department should liaise with Carolyn Heath if they wish to take this further.

28.2. BLE and Tutorial arrangements (minute 16.3 refers)

It was NOTED that Carolyn Heath would continue working on these issues over the summer, and that she would report back in October after registration.

28.3. Workload Model (minute 16.4 refers)

It was AGREED that Carolyn Heath would liaise with the Dean re the way forward for 09/10.

28.4. DAPs (minute 18 refers)

It was AGREED that Heads of Department would each ensure that a schedule of department meetings for 09/10 was agreed with the Academic Support Office, and that Carolyn would then provide the full schedule to Mandy Bentham for the DAPs auditors.

28.5. Student attendance requirements (minute 19.1.3 refers)

It was AGREED that Carolyn would continue to liaise with Registry regarding systems for recording and monitoring attendance.

28.6. Fractional Permanent Contracts (minute 21.5 refers)

a) It was NOTED that all three faculties were now meeting with HR staff on a weekly basis to continue to progress these important issues/arrangements.

b) It was AGREED that Richard should attempt to obtain confirmation from HR regarding the policy of employing staff on fixed term contracts for max 4 years

- 28.7. Use of BGLT (minute 21.6 refers)
It was NOTED that no information had yet been forthcoming, and that Carolyn is continue to seek information about this from Estates.
- 28.8. Personal Tutors (minute 16.2 refers)
a) It was NOTED that FLTC members have been asked to seek feedback from their departments about how the Personal Tutor system worked this year. It was AGREED that departments would reflect upon this in advance of next session re any required changes – and to be pro-active about ways of encouraging staff and students to facilitate the system.
b) It was also AGREED that this will be discussed further at the next FB meeting when this feedback is available.

29. DEAN'S REPORT

- 29.1. Faculty Plan
It was NOTED that this will be compiled from the Department Plans. RAM models were expected to be available from Graeme Appleby this week.
- 29.2. Individual Research Plans
a) It was CONFIRMED that these need to be in place for the start of next session to enable departments and the faculty to have a clear research strategy.
b) Each individual's plan should include a list of four publications expected/planned to be published from January 2008 to December 2012.
c) It was AGREED that departments would be required to report to the next meeting that the information has been submitted to the Research Tutors or Head of Department – for consideration by the department, FRC and Dean.
- 29.3. Department Research Monitoring systems
a) It was NOTED that a system is required whereby all academic staff have a designated research mentor, to have a minimum of 1 annual meeting. Departments to decide and implement their own system for allocating mentors, making use of the Academic Support Office if required.
b) It was AGREED that Heads of Department would report to the next meeting.
- 29.4. Department/Faculty share of research overheads
The question was posed whether departments should be entitled to a share of faculty overheads received from external grants, or whether these should continue to be held at faculty level for faculty-wide initiatives. It was NOTED that in previous years the faculty has received few such overhead payments, but the general principle is important as the frequency/quantity increases.
a) It was NOTED that the overheads available are dependent on the way each grant bid is constructed, specifically on the amount of PI time stated. If bids are mostly expenditure based we will have no overhead income, and could even result in a net loss as the school receives only 80% of costs.
b) A variety of views were expressed. A principle was agreed that such research overheads income should be used to encourage & incentivise further research activity, including to create the environment (at department and faculty level) for research.
c) It was AGREED that a share of overheads funding should be put into a fund for the individual to apply for assistance with future bids. The remainder should be

d) Matt to produce a draft policy for discussion at the next meeting.

30. REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING)

30.1. Intercollegiate Courses

Carolyn to circulate the paper from Registry for discussion at FMG.

31. REPORT FROM ASSOCIATE DEAN (RESEARCH)

31.1. Department Research Committees

It was NOTED that these should be in place and active for all departments. It was felt by some departments that the DRCs require some resources to encourage/incentivise research.

31.2. PhD Log Books

It was NOTED that all supervisors are required to complete log books for all 08/09 intake students – it was NOTED that they are optional for other students. It was hoped that the log book will be electronic from 09/10.

31.3. PhD Upgrades

a) It was CONFIRMED that the new systems need to be followed in all cases, with upgrade meetings now scheduled for June to allow time for students/supervision committees to address issues prior to re-enrolment in September.

b) It was NOTED that the mid-year change of schedule is not helpful to students or supervisors. It was AGREED that Costas speak with Marcus Cerny about the notice given, and the method of communicating such changes.

31.4. Research Annual Programme Reviews

There was concern that the new procedures are being implemented in a seemingly ad-hoc manner, without advance consultation with Research Tutors and FRCs.

32. REPORT FROM FACULTY ADMINISTRATOR

32.1. PGT Provisional Marks

a) It was NOTED that the information sent to students will make it very clear that the marks are provisional and may go up or down as a result of external verification.

b) Concern was NOTED that as the new policy was implemented mid-year, faculty procedures are not in place to ensure that the marks are sufficiently robust for provisional release to students. Interim PG Exam Boards are scheduled for the end of June and staff were requested to ensure that the mark profiles are as complete and robust as possible.

32.2. Department Handbooks

a) It was proposed that instead of giving out full hardcopy department handbooks to all students during registration week, that we produce mini-handbooks for initial use (with the full version available online), to then follow up with full hard copies distributed to students fully registered within each department once registrations are complete. The aim was to reduce the number of full handbooks distributed to students only requiring basic information – for example about one floater course; to reduce the amount of copying/paper and therefore be less wasteful; to help students to be able to find the critical information about courses more easily.

b) Although it was AGREED that the Faculty Office should continue to ensure that all handbooks are available online, many departments felt that they wanted students to receive a full hard copy during registration week.

c) Secretary's Note:- It was subsequently AGREED that the Faculty Office will

33. NEW COURSE PROPOSALS

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

CeFiMS (Distance Learning)

Banking Regulation and Resolution of Banking Crisis (PG)

Development Studies:

Issues in East Asian Development (UG)

Issues in Industrial Globalisation and Development (UG)

School of Law:

Law and the Environment in South Asia (PG)

These courses were APPROVED.

34. COURSE AMENDMENTS

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

School of Law:

Dispute Resolution and Conflict Management: Special Applications
(15PLAC157)

Centre for International Studies and Diplomacy:

General Diplomatic Studies and Practice (15PFFC001)

These course amendments were APPROVED.

35. ANY OTHER BUSINESS

35.1. It was NOTED that there was none.

CJH
30 June 2009
Agreed by Chair