

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

10 February 2010

MINUTES

Mr Richard Alexander	Julian Lasius (UG Student rep)
Professor Mashood Baderin	Dr Jens Lerche
Professor Anne Booth	Dr Nigel Poole
Professor Matthew Craven (Chair)	Dr Dan Plesch
Dr Jonathan Goodhand *	Dr Lawrence Saez
Ms Nathifa Hall *	Professor Laixiang Sun
Ms Eleanor Jubb	Dr Carol Tan
Dr Tat Yan Kong	Dr Jan Toporowski *
Prof Costas Lapavistas	Charlotte Wakam (PG Student rep)

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.

1. MINUTES OF LAST MEETING

- 1.1. The minutes of the meeting held on 25 November 2009 were APPROVED as an accurate record with the following amendments:

CeDEP (Item 8.2 refers)

.... "it was acknowledged that it was the view of *DeFiMS and CeDEP* that this was not the most sensible solution"

Change "allocated to dept" to "*integrated into the most suitable department*"

2. MATTERS ARISING (INCLUDING ACTION POINTS)

It was NOTED that there was none.

3. IFCELS

3.1. Increasing Progression Rates

It was NOTED that Graham Davies couldn't attend the meeting due to being on paternity leave – he will be invited to the next meeting.

4. Centre for Digital Africa, Asia and the Middle East (CeDAAME)

- 4.1. Malcolm Raggett (Project Manager) attended to present the rationale of this project. The project started in September 2009 and runs for 18 months, funded by JISC.

It was noted that Malcolm is currently conducting an audit of our existing resources, giving everybody at SOAS the opportunity to contribute to the decisions re prioritisation of materials through consultation process planned for March-July 2010. Departments asked to start to consider this important question. Academic volunteers would be welcomed to join the overseeing group.

It was NOTED that the JISC funding is to support the compilation of the strategy for SOAS – we would then need to identify further funding to support the digitising process itself.

Thanks to Malcolm for the update.

5. DEAN'S REPORT

5.1. DAPS Update

It was NOTED that the DAPs auditors are still at SOAS, and are likely to be attending UG Exam Boards next term.

5.2. SDRs and Peer Observation of Teaching

The Dean reminded members that these need to take place this term. It was noted that it will be most convenient for Course Convenors to undertake these for fractional staff.

5.3. Budgets for 2010/11

It was NOTED that, for the first time, we have clarity already about Faculty Budgets for 2010/11, that it has been AGREED that budgets are to be calculated as 6.5% of operating surplus (after the cross-subsidy) – and that this is equivalent to the budgets available in 2009/10.

The method of calculation of research money is still to be clarified regarding the distribution of overheads through Full Economic Costed projects – this is being discussed by the Dean and Director of Finance as it is currently anomalous.

5.4. Associate Dean (Research)

It was NOTED that Costas Lapavitsas' tenure ends this summer – departments asked to identify suitable candidates for this important role/period and to liaise with the Dean regarding this.

5.5. Department Planning Template

The draft planning template was presented. The aim is for these to be completed by the end of this term in order for the Faculty Planning process to commence in term 3 – requesting draft of each for FMG on 15th March. The template was welcomed.

Carolyn to chase the new RAM model from Graeme Appleby. ASO to produce packs of information available on the BLE.

5.6. Academic Board Review

It was NOTED that a review of Academic Board is currently being undertaken, acknowledging that AB is currently felt to be ineffective in some areas.

Comments:

- AB is the one place that academics can have their say in major issues/debates at a school-wide level
- Seems like an important body and should be important – but the composition and the way it is run prevents this. Too large?
- Suggested that members require induction re their roles to maximise the effectiveness of their input.
- Need for a school-wide forum is questioned now we have faculties
- Noted repeated membership on AB as many other committees – ADs, HoDs etc.
- Could have representatives of HoDs from each Faculty, rather than all?
- Some members felt that they didn't understand the role of AB, or what their role on it is.
- Suggested that AB minutes are actively distributed/considered at Dept Mtgs.
- AB is the only forum for academics from all faculties to collectively raise concerns regarding Professional Services.
- Suggested separation of 'rubber stamping' and of major/contentious discussions.

Members were encouraged to complete the survey to contribute to the review – Carolyn to send these comments to Jan Airey for information.

6. REPORT FROM ASSOCIATE DEAN (LEARNING AND TEACHING)

6.1. Student Feedback

It was NOTED that student feedback consistently shows that assessment feedback is insufficient and inconsistent.

A draft generic form was presented. It was NOTED that it has been discussed at FLTC, and has consequently been forwarded onto the ADD (LTU) for consideration regarding its use with online submission.

Departments asked to consider this – and to respond via FLTC reps at the FLTC meeting on 18th March.

Initial comments:

- PG Student rep welcomed the structured form – and noted that some departments may have alternative/additional categories.
- UG student rep welcomed a structure to evaluation, and space for additional important categories
- Need for some categories to be adapted to suit the needs of different departments and types of assignment questions.
- Need n/a at the top of each category

Student feedback also repeatedly raises insufficient interaction with lecturers as a concern – it was therefore suggested that a small-amount of classroom time be used to have generic discussions re assignments and resultant feedback, which was address both issues of student concern.

6.2. Distance Learning Update

CeFiMS – 239 graduates from 2009 exam boards. New enrolments 765 in 2009 – just over 2000 registered students in 600 countries.

CeDEP – 1104 registered students (2009) in more than 130 countries. New enrolments increased to 354 in 2009, expected to increase further in 2010.

It was NOTED that the increases in registrations in both CeFiMS and CeDEP have had positive revenue implications, but have also place increased pressure on student-support resources.

It was NOTED that admin services to CeDEP are currently also working with the Imperial MBA programme – this will cease shortly, as the staff move to London. A school-wide Distance Learning Panel are currently considering a school-wide DL strategy within the school – increasingly supporting DL initiatives across the school, including languages, media, CISD.

It was NOTED that access to electronic library resources is essential for all Distance Learning students – and that this is currently problematic, largely related to the registration through the University of London External Programme.

7. REPORT FROM ASSOCIATE DEAN (RESEARCH)

7.1. Individual Research Plans

It was NOTED that the majority of staff have returned details of their expected 4 REF items – and that these will be reviewed initially by Dean and ADR, then made available to HoDs.

7.2. Post Probation Research Leave and Accelerated Probation

The clarified policy was NOTED. It was NOTED that this wording will not tighten-up the policy sufficiently – as all staff appointed to Lectureships with full three-year probations would be entitled to the post-probation leave, not just those who are ‘early-career researchers’. It was suggested that this could be more clearly defined for increased clarity, to be annexed to this policy. The Dean to raise this with the Pro-Director.

7.3. Faculty Research Grants

It was NOTED that the first round of applications has been completed. Applications totalling £48k were made for £20k available. It was NOTED that FRC appointed a sub-committee to deal with the applications, consisting of Heads of Dept Research Committees or nominees. £10,500 was allocated, with the remainder to be allocated in the next round (term 2).

FB AGREED that this be repeated in future.

It was NOTED that the awards will be circulated via FRC, and that all applications have been pared considerably due to available budgets.

8. **REPORT FROM FACULTY ADMINISTRATOR**

8.1. Use of BGLT next session

It was NOTED that L&SS will have use of the BGLT on Tuesdays during 10/11, and have scheduled 3 of our largest courses – with others to be considered in the next few weeks. This was very much welcomed by Faculty Board, and will be a huge improvement in the learning experience for teachers and students involved.

8.2. Faculty Office staffing update

It was NOTED that Nazima Hodgkinson is now on maternity leave, and that Eleanor Jubb is welcomed as Team Leader in her absence. Resultant staff moves to be noted as they are confirmed.

9. **LIBRARY MATTERS**

9.1. The report presented. Departments are asked to liaise with subject librarians regarding electronic reading list developments.

Concern was NOTED that staff at SOAS via Academic Hospitality sometimes experience restrictions re their access to electronic library resources due to restrictive licences – most allow access to SOAS staff and students while they are on-campus, although some of the legal resources have restrictions. It was NOTED that the standard letter has been redrafted to clarify this.

10. **CENTRE CONSITUTIONS**

10.1. Centre for the International Politics of Conflict, Rights and Justice [Politics]

The revised constitution was presented. It was NOTED that the School of Law is happy with this revised version, particularly with the title making clear the distinction between the existing Centre for Law and Conflict.

The constitution was AGREED, to be forwarded onto Academic Board for formal approval..

It was also noted that structured conversations regarding faculty centres around key shared research themes (including this one) would be welcomed, and should be considered within the Faculty Planning process.

10.2. Centre for Development, Environment and Policy (CeDEP) [Faculty Centre]

It was NOTED that departments had been asked at the last meeting to provide feedback regarding discussions within the departments.

Development Studies feedback:

- that CeDEP would not currently be interdepartmental as all members are currently in DeFiMS – some would therefore need to be ‘moved’ to other ‘home’ depts
- Similarity of research/subject areas of CeDEP with those of Development Studies and CDPR – unhappy with a faculty-centre claiming the faculty position regarding these issues.
- Uncertainty re need for faculty-centre as a solution to this particular problem.
- Concern regarding that there is a proper process to decisions to be made.

Two key areas of concern were NOTED by Faculty Board: (a) title and (b) constitution as a Centre.

DeFiMS feedback:

Prof Laixiang Sun NOTED that the current location with the Dept of Finance and Management Studies is felt to be inappropriate re the lack of subject-fit/relevance – including, as a current example, regarding the recruitment of new members of staff.

In answer to questions raised regarding the departmental association:

- It was confirmed CeDEP would not be considered as a separate/new department.
- That current members are drawn from different disciplinary backgrounds – hence the proposal for approval as interdisciplinary centre

Laixiang NOTED that one of key concerns at the last meeting was re the title Noted that the name already established re the branding of the Distance Learning programmes/courses, and that changing it would therefore necessarily take some time.

It was NOTED that school and faculty strategies specify the introduction of Distance Learning programmes into a number of different departments, so the alliance with DeFiMS on the basis of DL provision/activity is short-term.

It was agreed that Development Studies, Economics, CeDEP and CDPR should meet outside the meeting – Matt to facilitate this discussion.

11. RECRUITMENT TARGETS 2010/11

- 11.1. Recruitment targets were circulated for information. It was requested that HoDs raise any issues directly with the Dean.

12. FACULTY BOARD TERMS OF REFERENCE

- 12.1. Noted.

13. PROGRAMME PROPOSALS

- 13.1. Part 1 of the BSc International Management (Japan and Korea) was NOTED, as further extension of the existing BSc programme, as replacement for the previous joint Management degrees with Birkbeck.

It was APPROVED for further development, aiming for recruitment to start for 2011/12.

- 13.2. Part 1 of the BSc International Management (Middle East and North Africa) was NOTED, as further extension of the existing BSc programme, as replacement for the previous joint Management degrees with Birkbeck.

It was APPROVED for further development, aiming for recruitment to start for 2011/12.

- 13.3. Part 2 of the MA Globalisation and Corporate Development (CISD) was NOTED.

It was NOTED that the Faculty Board no longer has a formal part in the approval process of Part 2, that this is now solely the gift of JFPP.

It was NOTED that some of the courses (particularly within Economics and Law) listed in section C of the Programme Structure DO have entry requirements. It was therefore recommended that CISD check with Course Convenors.

14. COURSE PROPOSALS

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

Development Studies

Governance and Development (UG)

Land, Natural Resources, Development and Environmental Change (UG)

Violence, Conflict and Development (UG)

These courses were APPROVED.

15. COURSE AMENDMENTS

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

DeFiMS:

Banking and Capital Markets – 15PFMC056

Finance in the Global Markets – 15PFMC057

Financial Law – 15PFMC058

International Marketing 1: The Environment - 151030010

Legal Aspects of Corporate Finance – 15PFMC059

Legal Aspects of International Finance - 15PFMC060

Regulation of International Capital Markets - 15PFMC061

Research Methods in Management - 15PFMC062

Development Studies:

Aid and Development – 15PDSH027

Politics:

Government and Politics of South Asia – 153400020

These course amendments were APPROVED.

- 15.2. It was CONFIRMED that the following CHANGE TO COURSE TITLES had been recommended at the Faculty Learning and Teaching Committee as follows:

DeFiMS:

15PFMC018 Management in Japan 1

Development Studies:

15PDSH025 East Asia and Globalisation

15PDSH028 Migration and Mobility in the Middle East and North Africa

151010033 'Tigers' and 'Dragons': East Asian Development Revisited

These were APPROVED.

16. ANY OTHER BUSINESS

- 16.1. Attendance Monitoring

UG Student Rep asked about the attendance monitoring requirements. The Faculty position is that monitoring student attendance is important for purposes of pastoral care. It is hoped that the Director of Registry and Student Services will be circulating a statement about the process and purpose of attendance monitoring in the near future. CH to follow this up.

- 16.2. Supervisory Arrangements over the summer vacation

PG Student Rep asked if there was a faculty-policy regarding supervisory arrangements during vacations or during periods of sabbatical. It was NOTED that students should arrange their supervision meetings during term time, and should not expect supervisors to be available during vacation. It was NOTED that masters dissertation supervisors are allocated by each department, and should not include staff who unavailable due to sabbatical.

16.3. Online Recruitment System (i-grasp)

It was NOTED that the new online system has been found to be un-user-friendly by some staff – noted that Panel Members can amend the format of the feedback-grid as required, and that this improves its usage.

CJH
Confirmed by Chair
Feb 10

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ACTION POINTS

<u>Minute</u>	<u>Action Required</u>	<u>By whom</u>
3.1	Invite Graham Davies (IFCELS) to next FB meeting.	Carolyn Heath
5.2	SDRs and Peer Observation of Teaching to be carried out	Heads of Dept
5.3	Clarify method of calculation of research money re distribution of overheads through Full Economic Costed projects	Dean (with Director of Finance)
5.4	Notify the Dean of suitable potential replacement ADR candidates	Heads of Dept
5.5	Chase the new RAM model from Graeme Appleby. Produce packs of planning information available on the BLE for HoDs.	Carolyn Heath ASO
6.1	Consider draft generic assessment feedback form – comments to FLTC	Departments
7.2	Discuss post-probation research leave entitlements with Pro-Director to provide increased clarity.	Dean
10.2	Convene discussion/meeting with staff from Development Studies, Economics, CeDEP and CDPR.	Dean
16.1	Liaise with Director of Registry & Student Services re attendance monitoring statement.	Carolyn Heath