

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**

29<sup>th</sup> April 2010

**MINUTES**

Mr Richard Alexander **	Dr Jens Lerche
Professor Mashood Baderin	Dr Nigel Poole
Professor Anne Booth	Dr Dan Plesch
Professor Matthew Craven (Chair)	Dr Lawrence Saez
Dr Jonathan Goodhand	Professor Laixiang Sun
Ms Eleanor Jubb	Dr Carol Tan
Dr Tat Yan Kong	Dr Jan Toporowski
Prof Costas Lapavitsas	Charlotte Wakam (PG Student rep) *
Julian Lasius (UG 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 10<sup>th</sup> February 2010 were APPROVED as an accurate record.

**2. MATTERS ARISING (INCLUDING ACTION POINTS)**

It was NOTED that there were no matters arising.

Action points:

- 3.1 - completed
- 5.2 - on track
- 5.3 - ongoing. Dean to take up with Director of Finance. It was suggested that this be discussed by Academic Board (Yan to request via Jan Airey).
- 5.5 - circulated to HoDs.
- 6.1 - comments have been given to ADD, to be taken forward by them.
- 7.2 - Graham Furniss has confirmed that staff offered a reduced probation can decide this (in the knowledge that they would then not be entitled to two-terms post-probation leave, but would instead fall immediately in-line with the normal 12-terms rule). This would ideally be confirmed in advance, but alternatively shortly following appointment. Matt to get in touch with HR to discuss adding a relevant sentence re discussing this to new Lectureship appointment letters.
- 10.2 – still to be done (keep on action points list)
- 16.1 – done. Statement still not circulated, will re-ask David Christmas.

**3. IFCELS**

3.1. Increasing Progression Rates to UG and PG study at SOAS

Graham Davies attended to present this item, deferred from the February meeting. It was NOTED that currently only 30% of IFCELS students progress to SOAS degrees (UG and PG) which is considered to be low compared to other HEIs. IFCELS' aim is for this to be increased over the next 3 years.

Noted that the Economics UG IFCELS unit has been redeveloped, in conjunction with the relevant IFCELS convenor (member of Economics dept), to bring it more in line with the UG BSc Economics programmes.

Noted that IFCELS would like more regular talks to their students from relevant staff from departments.

Proposals welcomed - suggested that IFCELS courses are routinely forwarded onto the relevant department for comment.

**4. DRAFT CONSULTANCY POLICY**

4.1. Tony Doherty presented the draft policy. Noted that Faculty Board's views will be reported back to EB.

Policy aims to encourage and support consultancy in balance with managing the associated risks.

The following questions/comments were discussed:

- suggested that there is a ceiling for private consultancy - policy recommends 30 days per year.
- suggested that there should also be a minimum below which the Dean's approval is not required, to avoid the Deans being inundated with minor requests. It was suggested that a list of activities which do not fall into this would be welcomed - external examining, reviewing a book etc. Agreed that approval processes need to be clarified.
- FB welcomed the policy.
- Clarification was requested re full cost recovery, particularly re internal 'tax' being charged after this is applied. It was confirmed that in this case, 'full cost recovery' refers to direct costs such as teaching replacement etc.
- suggested that providing related tax advice would be useful and a welcome incentive.

**5. DEAN'S REPORT**

5.1. Department and Faculty plans

Noted that all department plans have been received other than the Politics plan – and that this is required before the Dean can start work on the Faculty Plan. Noted that the dept plans and draft Faculty Plan will be discussed at the first FMG meeting this term – subject to receiving the Politics plan asap.

5.2. PhD Scholarships Scheme

Noted that the faculty needs to include information regarding the forthcoming PhD Scholarships scheme within the faculty plan. Matt and Costas to prepare proposals for this meeting and for distribution to FB members for comment.

Agreed that Deborah Johnston should be co-opted onto FRC for the remainder of this session.

5.3. Estates Work

Noted that work is ongoing re building work in the Students Union and Library – and that Gordon Square and Tavistock Square facilities will shortly be made available. Noted that it is likely that externally funded research staff may be able to be housed there.

5.4 Associate Dean (Research)

Noted that Dr Deborah Johnston (Economics) will be taking over from Costas during the summer.

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

6.1. Annual Programme Reviews

Noted that several of the comments by UG Visiting Examiners are incredibly encouraging re the excellence of the programmes. Individual departments encouraged to include relevant quotes in their Prospectus entries.

PG Visiting Examiners reports have been delayed, resulting in the APRs also being delayed. Also noted that some of the PG APRs have been completed in a very defunctory manner. Several are yet to be completed. Summary report to be considered at the next FB meeting.

6.2. Distance Learning

Noted that the school has set aside approximately £30k to progress some DL initiatives – noted that CISD and other depts have started to progress DL programmes.

6.3 Online Submission of Coursework

Noted that academic staff should liaise with the BLE team or SSO for training and/or notes regarding use of the Turnitin software.

There currently remain admin concerns regarding the interaction between Turnitin and UNITE – these concerns need to be resolved before the Faculty Administrator will be in a position to recommend increased use of Online Submission of Coursework. Meanwhile the pilot should continue as required by Course Convenor with support from BLE and SSO.

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

7.1. Research Funds

Reported that all the Faculty Research funds have now been allocated. Noted that all claims must be submitted by end July 2010.

**8. REPORT FROM FACULTY ADMINISTRATOR**

8.1. International Travel Situation

Noted that very few students have confirmed that they will be stranded outside the UK by the time of their exams – those that have are asked to liaise with Exams Office re making alternative arrangements (overseas sitting etc). Existing procedures for late submission of coursework to be followed by students unable to meet coursework deadlines.

8.2. Academic Offices for next session

Noted that the Faculty Administrator is in liaison with Estates and the other faculties regarding identifying the best/most suitable office arrangements for next session.

- 5<sup>th</sup> floor (offices to be vacated by DL admin staff) – options include either moving an entire dept, the faculty office or majority of new appointments across all departments.

Laixiang Sun raised the issue of moving DL admin staff to Senate House rather than VS – this is being addressed by EB.

8.3. Exams and preparation for Exam Boards

Staff were reminded to liaise with SSO and ASO regarding Exams and Exam Board related

issues/questions – noted that there is a BLE site containing a range of useful information/forms etc.

CH to check with Nick Page re use of the exams comment sheet, as in a previous discussion he mentioned that this wasn't compulsory. CH to confirm.

8.4 Online Course Sign-up

Academic staff were requested to encourage all returning students to register for 2010/11 courses by 7<sup>th</sup> May.

**9. LIBRARY MATTERS**

9.1. A verbal report was received from the Head of Teaching and Research Support.

It was noted that the new entrance has opened on time, and that off-site retrieval policy will be active in the summer.

**10. DEPARTMENT PERIODIC REVIEWS (DPR)**

10.1. Proposed changes to the DPR process were received. It was noted that the key differences related to:

- Point 7 – Careers Service to attend a departmental meeting each year to discuss issues of employability in curriculum design
- Point 8 – Diversity Advisor to attend a departmental meeting each year to discuss issues of equality in curriculum design,
- Point 9b - change of practice – Learning Outcomes of each course to be added to list of areas to be reviewed.

The changes were APPROVED.

**11. COMMITTEE REPRESENTATIVES FOR 2010/11**

11.1. Departmental and Faculty Committee Representatives for 2010/11 were received. Noted that there are still 3 gaps:

- Estates & Infrastructure Committee - Laixaing to nominate academic from DL.
- Information & Internal Communication – Faculty rep
- Student Experience Committee – Faculty rep

Names to be confirmed to Jan Airey at the end of this week.

**12. FLTC MEMBERSHIP**

12.1. The proposed change in FLTC membership was AGREED.

**13. ASIA PACIFIC INSTITUTE (FOR COMPARATIVE SOCIAL SCIENCES)**

13.1. Initial proposal received. Noted that a draft constitution would be required by Faculty Board and Academic Board for the centre to be approved as a Faculty Centre.

Noted that Yan has contacted the heads of the relevant regional centres and no objections have been raised, and that it doesn't overlap with any existing centres within SOAS.

AGREED IN PRINCIPLE with the draft constitution to be considered at a future meeting – CH to

send a template to Yan, and check dates (FB and AB). Yan to circulate to HoDs for discussion also.

#### **14. CENTRE FOR IRANIAN STUDIES**

14.1. Draft constitution and proposal received from the London Middle East Institute (LMEI).

Noted concern that management and budgetary reporting is through LMEI to the Director. AGREED to recommend to Academic Board.

#### **15. PROGRAMME PROPOSALS**

15.1. Part 1 of the Graduate Certificate/Diploma in Community Leadership Skills (CEMS/REO) was NOTED. [Tony Doherty was present for this item]

Concerns were raised as follows:

- Noted that SOAS was asked to bid for this project.
- Noted that it is not typical of SOAS' other provision.
- Noted that most of the teaching input will come from the external voluntary organisation, and that the quality assurance and related administration issues/responsibilities are yet to be agreed.
- Noted the short timescale regarding making staff appointments for an October 2010 start.
- Concern noted regarding the costings, and regarding skills & experience of staff involved.

Noted that this proposal has not yet been discussed by the School of Law, and that this is necessary before Faculty Board can give its approval. Agreed that, subject to the recommendation of the School of Law at its forthcoming meeting, a paper would be distributed to Faculty Board members for further comment, postponing FB decision.

General concern was noted that Part 2 Programme Proposals are not considered/approved by Faculty Boards. Noted that this has already been raised with the Quality Assurance team by the Faculty Administrator.

15.2. Part 1 of the MSc Labour, Social Movements and Development was NOTED.

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

15.3. PG Three Year Part-time versions

Three-year part-time versions of the following programmes were APPROVED:

- MSc Development Economics
- MSc Development Studies with special reference to Central Asia
- MSc Economics with reference to Africa
- MSc Economics with reference to South Asia
- MSc Economics with reference to the Asia Pacific Region
- MSc Economics with reference to the Middle East
- MSc Political Economy of Development

15.4. Programme Amendments to incorporate pre-sessional courses

Changing the following programme start dates to incorporate the pre-sessional courses was APPROVED:

- MSc programmes in DeFiMS
- MSc programmes in Economics
- MA Law programmes

## **16. PROGRAMME SPECIFICATIONS**

16.1. Amended Programme Specifications were APPROVED for the following DL programmes:

- PG Diploma in Economic Principles
- MBA and Postgraduate Diploma in Banking
- MSc Development Finance
- MSc Financial Economics
- MSc Financial Management
- MSc Finance and Law
- MSc and Postgraduate Diploma in International Management (China)
- MSc in Public Policy and Management; and Postgraduate Diplomas in Policy Studies, Public Financial Management, and Public Management

## **17. COURSE PROPOSALS**

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

Development Studies:

Food Security and Livelihoods (UG)

School of Law:

Affirmative Action Law (PG)

Colonialism, Empire and International Law (0.5 PG)

Law & Development in Africa (PG)

Law and Policy of International Courts and Tribunals (0.5 PG)

Law of the Creative Cultural Industries in MENA (PG)

Politics:

Identity in International Relations (0.5 UG)

Taiwan's Political and Economic Development (UG)

Taiwan's Politics and Cross-Strait Relations (PG)

These courses were APPROVED.

## **18. COURSE AMENDMENTS**

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

Development Studies

Famine and Food Security 15PDSH022

Economics:

Economics of Environment and Development 15PECC048 (for 09/10)

School of Law

Climate Change Law and Policy 15PLAC154  
Intellectual Property Rights and Development 15PLAC113  
International Environmental Law 15PLAC118  
International Human Rights Clinic 15PLAC145  
Law and Natural Resources 15PLAC126

Politics

International Theory 15PPOH014

These course amendments were APPROVED.

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

School of Law:

Access to Justice and Dispute Resolution: Special Applications 15PLAC157  
Development, Environment and the Law in the South 15PLAC132

These were APPROVED.

**19. GEOGRAPHY COURSES AVAILBALE TO DEVELOPMENT STUDIES STUDENTS**

- 19.1. The list of Geography courses to be deemed as Development Studies courses for 2010/11 was APPROVED.

It was also AGREED that Development Studies would consider whether to continue with this practice in future years due to the small number of students who could still take the courses as intercollegiate floaters.

**20. ANY OTHER BUSINESS**

- 20.1. Noted that there was none.